|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | |
|  | |  | |
| Capacity Building on *Subject of the Program* for *Target group* in *Country* (*Duration*) | |
| **Program Concept Paper** | |

MM DD 2022

***(Ex. June 29 2022)***

**PROGRAM CONCEPT PAPER (PCP) for Country Program**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1. PROGRAM OVERVIEW** | | | | | | | | | | | |
| **Title** | Capacity Building for (Target Group) on (Subject) in Country (Duration)  Or Capacity Building for (Subject) in Country (Duration) | | | | | | | | | | |
| **Target Country** | Country-specific Program  Triangular Cooperation | | | | | | | | | | |
| Country: Name of Country | | | | | | | | | | |
| **Duration** | 2024-20XX (0 years) | | | | | | | | | | |
| **Budget** | US$ 150,000 yearly (Tentative, Subject to Change) | | | | | | | | | | |
| **Field/Sector** | **Priority** | | | **2nd** | | | **Cross-cutting** | | | **Policy Marker** | |
| Please select from the dropdown list | | | Please select from the dropdown list | | | Please select from the dropdown list | | | Please select from the dropdown list | |
| **Proposed by** | Partner Country  Government of Republic of Korea  Donor Agency  International Organization | | | | | | | | | | |
| **Proposer Org. Information** | Full Name of the Organization (in Country) | | | | | | | | | | |
| **Objectives** |  | | | | | | | | | | |
| **Outcome** |  | | | | | | | | | | |
| **Output** | * Participants who increased their capacity and knowledge on (subject) * Curriculum for (subject) * Action Plan for (subject) | | | | | | | | | | |
| **Course**  **Description** | **Yr.** | **Length** | | | **Plan (Input)** | | | | **Method** | | |
| 1 | 00 | Days | | * Module information * Activity information   (e.g. field trip)   * Action Plan Review | | | | Online  Invitational  In-country  Blended  Etc (e.g. Third country) | | |
| 2 | 00 | Days | | * Module information * Activity information   (e.g. field trip)   * Action Plan Review | | | | Online  Invitational  In-country  Blended  Etc. (e.g. Third country) | | |
| 3 | 00 | Days | | * Module information * Activity information   (e.g. field trip)   * Action Plan Review | | | | Online  Invitational  In-country  Blended  Etc. (e.g. Third country) | | |
| **Target Group(s)** | **Yr.** | **No. of Participants** | | | **Target Ministry/Org.** | | | **Target Position** | | | |
| 1 |  | | |  | | | High-level  Director General  Senior level  Junior level  Etc. (e.g. non-government official, expert, etc.) | | | |
| 2 |  | | |  | | | High-level  Director General  Senior level  Junior level  Etc. (e.g. non-government official, expert, etc.) | | | |
| 3 |  | | |  | | | High-level  Director General  Senior level  Junior level  Etc. (e.g. non-government official, expert, etc.) | | | |
| **Undertakings** | **Target Country** | | | | | | | | | | |
| * Recommend eligible participants for the program * Allow participants to fully take part in the program * Utilize output of the program including Action Plan * Disseminate training outcomes | | | | | | | | | | |
| **KOICA** | | | | | | | | | | |
| * Recruit training organization with expertise and experience * Provide training program in cooperation with training organization by supporting budget and other necessary resources. | | | | | | | | | | |
| **Follow-up Plan/**  **Exit Strategy** | * Support participants to join KOICA CIAT alumni network * Support alumni members to disseminate the achievement and knowledge * Provide adequate support to carry out Action Plan | | | | | | | | | | |
| **Policy and Strategy** | **International** | | | | | | | | | | |
| * SDG X.X.X * SDG X.X.X * Other relevant international policy/strategy | | | | | | | | | | |
| **National (Target Country)** | | | | | | | | | | |
| * National XXX Plan (20XX-20XX) * National XXX Strategy (20XX-20XX) | | | | | | | | | | |
| **Republic of Korea (KOICA)** | | | | | | | | | | |
| * Country Partnership Strategy XXX Sector   - (Specific Strategic Sector)   * KOICA Country Program * (Specific Program) | | | | | | | | | | |
| **Other Relevant Project/**  **Program** | * KOICA XXX Project (20XX-20XX)   - (How to link)   * KOICA WFK Volunteer/Advisor to ORG. (20XX-20XX)   - (How to link)   * Korea Eximbank XXX Project (20XX-20XX)   - (How to link)   * United Nations XXX Project (20XX-20XX)   - (How to link) | | | | | | | | | | |
| **Communication History** | * Discussion between   KOICA office in XX and Secretary State of XX(Partner Country)   * Date of Discussion   MM / DD / 2022   * Major Agreement   Finalize PCP draft by joint review | | | | | | | | | | |
| **M&E Plan & Indicator** | * Survey will be conducted by KOICA HQs every year   after the training program:   1. Level of Satisfaction 2. Level of Achievement 3. Level of Action Plan Influence  * The result of the survey will be reflected to the   Program in subsequent year or follow-up program | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Indicators | 2024 | 2025 | 2026 | | Level of Satisfaction | *90.00* | *90.03* | *90.08* | | Level of Achievement | *94.50* | *94.40* | *94.27* | | Level of Action Plan Influence | *84.70* | *84.87* | *85.09* | | | | | | | | | | | |
| **Contact Information** | **Partner Country** | | | | Name | | | | | | Proposer  (Initial writer)  Reviewer  Elaborator |
|  | | | | | |
| Organization / Department | | | | | |
|  | | | | | |
| Position | | | | | |
|  | | | | | |
| Contact | | | | | |
| Phone |  | | | | |
| E-mail |  | | | | |
| **KOICA office (Embassy)** | | | | Name | | | | | | Proposer  (Initial writer)  Reviewer  Elaborator |
|  | | | | | |
| Position | | | | | |
|  | | | | | |
| Contact | | | | | |
| Phone |  | | | | |
| E-mail |  | | | | |
| **Other stakeholders**  ***(if applicable)*** | | | | Name | | | | | | Proposer  (Initial writer)  Reviewer  Elaborator |
|  | | | | | |
| Organization / Department | | | | | |
|  | | | | | |
| Position | | | | | |
|  | | | | | |
| Contact | | | | | |
| Phone |  | | | | |
| E-mail |  | | | | |

|  |
| --- |
| **SECTION 2. PROGRAM RATIONALE** |
| **SI SITUATION ANALYSIS & JUSTIFICATION FOR INTERVENTION:** |
|  |
| **POLICIES AND STRATEGIES :** |
| **International** |
|  |
| **National** |
|  |
| **Republic of Korea (KOICA)** |
|  |
| **Other Relevant Program Information in Recent 5 years** |
|  |

|  |  |  |
| --- | --- | --- |
| **SECTION 3. PROGRAM DESCRIPTION** | | |
| **Expected Result** | | |
| **Objective** | | |
|  | | |
| **Outcome** | | |
|  | | |
| **Output** | | |
|  | | |
| **Training Plan (Inputs)** | | |
| **Module, Course Brief and Activity Plan** | | |
| 1st year | *Provide specific subjects/topics/content that need to be covered in the program* | Online  Invitational  In-country  Blended  Etc. (e.g. Third country) |
| 2nd year |  | Online  Invitational  In-country  Blended  Etc. (e.g. Third country) |
| 3rd year |  | Online  Invitational  In-country  Blended  Etc. (e.g. Third country) |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 4. STAKEHOLDER ANALYSIS** | | | |
| **TARGET GROUP OUTLINE** | | | |
| **YEAR** | **MINISTRY/ORG.** | **POSITION** | **NO. OF PARTICIPANTS** |
| **2022** |  |  |  |
| **2023** |  |  |  |
| **2024** |  |  |  |
| Participating/Target Organization needs to be changed during the program: Yes No | | | |
| *If Yes, specify reasons* | | | |
| **QUALIFICATION FOR TRAINEE** | | | |
| **Required qualification:** | | | |
|  | | | |
| **Key persons Information** | | | |
| Involvement of Key Persons (within 30%) with intensive course: Yes No | | | |
| *If Yes, specify reasons* | | | |
| **QUALIFICATION FOR TRAINING ORGANIZATION** | | | |
|  | | | |
| * Nomination (if applicable):   - Reason: | | | |
| **OTHER STAKEHOLDERS INFORMATION** | | | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 5. PLAN FOR MONITORING AND EVALUATIONS** | | | | | |
| **M&E PLAN AND INDICATORS** | | | | | |
| **M&E Plan** | | | | | |
| * Survey will be conducted by KOICA HQs every year after the training program to measure:  1. Level of Satisfaction 2. Level of Achievement 3. Level of Action Plan Influence  * The result of the survey will be reflected to the subsequent year program or follow-up program | | | | | |
| **Indicators** | | | | | |
| **Indicators** | **Targets** | | | **Means of Verification** | **Source of Data** |
| **2024** | **2025** | **2026** |
| Level of Satisfaction | 90.00 | 90.03 | 90.08 | Average figure of global program from previous 3 years | Survey result |
| Level of Achievement | 94.50 | 94.40 | 94.27 | Average figure of global program from previous 3 years | Survey result |
| Level of Action Plan Influence | 84.70 | 87.87 | 85.09 | Average figure of global program from previous 3 years | Survey result |
| **Follow-up Plan** | | | | | |
| *Networking, Knowledge sharing, Pilot Action Plan, requesting for WFK volunteer, Propose Country Project, etc.* | | | | | |