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

MM DD YYYY

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

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

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| **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** | 20XX -20XX (0 years) |
| **Budget** | US$15,000 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 / YYYY* 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 |
|

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| --- | --- | --- | --- |
| Indicators | YYYY | YYYY | YYYY |
| 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 |  |

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| **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** |
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| **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) |

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| **SECTION 4. STAKEHOLDER ANALYSIS** |
| **TARGET GROUP OUTLINE** |
| **YEAR** | **MINISTRY/ORG.** | **POSITION** | **NO. OF PARTICIPANTS** |
| **YYYY** |  |  |  |
| **YYYY** |  |  |  |
| **YYYY** |  |  |  |
| 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** |
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| **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** |
| **YYYY** | **YYYY** | **YYYY** |
| 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.* |