



Logo of your organization

Project Title (Duration/ Budget)

Name of Partner Country

Project/Program Concept Paper

DD, MM, 2024

Applicant Information

Name	
Position	
Organization	
Telephone	
E-mail	
Address	

PROJECT/PROGRAM CONCEPT PAPER (PCP)
(Version for Bilateral Project)

SECTION 1. BASIC PROJECT INFORMATION		
1.1	Country	
1.2	Title	
1.3	Location(s)	<i>(specify the target location(s))</i>
1.4	Duration	<i>XX months (2026-20 XX)</i>
1.5	Budget (total)	<p><i>Contribution from KOICA: USD XX million (20**: USD XX, 20**: USD XX, 20**: USD XX) Organization's co-funding: (Funds) USD XX, (in-kind) USD XX</i></p> <p><i>*Please round off the total budget and annual budget to ten thousand dollars.</i></p> <p><i>*Please provide a co-funding or in-kind plan exclusively for the suggested project, if any. This information will be included in the project arrangement later.</i></p>
1.6	Objectives	
1.7	Beneficiary	<i>(specify direct and indirect beneficiaries)</i>
1.8	Implementing organization	<i>(specify implementing public entity(-ies) as well as cooperating orgs)</i>

SECTION 2. PROJECT RATIONALE	
2.1	<p>SITUATION ANALYSIS: Please provide a brief introduction to the current social and economic situation related to the Project (geographic region and beneficiaries, etc.)</p> <p>Please describe problems/critical issues that the Project seeks to resolve, while identifying their root causes. Include also how this Project would address the problems/critical issues identified.</p> <p>If possible, include the gender equality analysis in this section.</p>

2.2	<p>COUNTRY DEVELOPMENT STRATEGIES AND POLICIES: Please describe how the Project relates to partner country's national development priorities, strategies and short, mid to long-term plans. If possible, provide the ongoing status of their implementation, results and effects. Also, please analyze whether this Project relates to KOICA Mid-term Sectoral Strategy (refer to Annex 1). Please indicate if there are relevant legal system (laws and regulations related to the scope of project) and technical and operational capacity in place to implement the project in the partner country.</p>
2.3	<p>JUSTIFICATION FOR INTERVENTION: Please describe how the need for the Project was determined, and provide rationale/justification for the Project (why this Project is considered to be the most effective way to solve the problems identified).</p>

2.4	<p>LESSONS LEARNED: If there have been any similar projects to this Project implemented within or outside of the partner country, please provide the brief description of such project(s), including lessons-learned from implementing the project(s). Explain also whether these lessons were incorporated and reflected into this Project's designing process. If this Project is designed under a national/international initiative and/or program, describe main results of such imitative/program, and provide a plan to link them with this Project.</p> <p>Regarding the evaluation result of KOICA projects, please find KOICA Evaluation System(Reference link: https://koica.go.kr/sites/evaluation_en/main.do)</p>
SECTION 3. PROJECT DESCRIPTION	
3.1	<p>Objective/Outcome/Output: Please outline objectives, expected outcomes, and outputs of the Project.</p>

3.2	<p>Activities: Please outline planned activities, the timing, duration and the responsible bodies for each activity. Please indicate the sequence of all major activities and implementation milestones.</p>																								
3.3	<p>Budget: Please fill out this budget table based on the proposed outputs and activities of the Project. Once the PCP is selected, the detailed budget plan will be requested. This information is to assist KOICA to better understand the scope of the Project.</p>																								
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SECTION 4. STAKEHOLDER ANALYSIS

4.1	<p>TARGET BENEFICIARY: Please describe the following information: a) direct and indirect/wider beneficiary group, b) number of beneficiaries, with gender segregation data if possible (e.g. 300 children (150 girls and 150 boys) rather than children in 3 schools), c) how the target group was identified, d) why they are selected as target group, e) how these potential beneficiaries have been involved in the Project design process, and their expected role(s) in the Project implementation and evaluation.</p>
4.2	<p>STAKEHOLDERS: Please analyze the recipient(implementing) organization's capabilities, size, legal and political status, scope of work, functions, and finances. In this analysis, include also the size of personnel and budget over the past 3-5 years.</p> <p>Please describe other stakeholders (e.g. partner government agency, international organization, NGO, donor agency, etc.), if any, including a) name/group, b) respective role(s) and cooperation/coordination mechanism, etc.</p>

SECTION 5. PROJECT MANAGEMENT AND IMPLEMENTATION

5.1	<p>PROJECT MANAGEMENT: Please describe a) who will be responsible for the planning, management and operation of the Project, as well as coordinating other bodies and organizations associated with the Project, b) what arrangements will be established to ensure the effective coordination between this Project and other relevant programs/activities within the partner country.</p>
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The Project Location Map is required to be submitted together with the PCP.

Appendix 1. Project Location Map

Please insert a map of the country with the precise project location marked or colored.

Please provide detailed information in relation to the accessibility of the project site(s).

- Land ownership and legal status of the project area. Identify whether the project sites include any privately-owned lands.
- Distance from the capital city, travel time and available modes of transportation.
- Administrative distinct/division information: Provide accurate administrative unit information in which your project plans to intervene.
- Risk factors: Provide any potential risks identified due to the geographic location of this project.
- Additional information (if any):