|  |  |
| --- | --- |
| http://postfiles5.naver.net/20130524_148/realstar215_1369398054583SIPfl_JPEG/KOICA%B7%CE%B0%ED.jpg?type=w2 | ***Logo of your organization*** |

|  |
| --- |
| Project Title (Duration/ Budget) |
| Name of Partner Country |
| **Project/Program Concept Paper** |

DD, MM, YYYY,

|  |
| --- |
| *Applicant Information*  |
| Name |  |
| Position |  |
| Organization |  |
| Telephone |  |
| E-mail |  |
| Address |  |

**PROJECT/PROGRAM CONCEPT PAPER (PCP)**

|  |
| --- |
| **SECTION 1. BASIC PROJECT INFORMATION** |
| **1.1** | **Country** |  |
| **1.2** | **Title** |  |
| **1.3** | **Region(s)/Location(s)** |  |
| **1.4** | **Duration** | *XX months (2019-20XX)* |
| **1.5** | **Budget (total)** | *US$ XX million* |
| * **KOICA funding**
 | *US$ XX million* |
| * **Partner government funding**
 | *US$ XX million* |
| * **Other donor funding**
 | *US$ XX million* |
| **1.6** | **Objectives** |  |
| **1.7** | **Beneficiary** |  |
| **1.8** | **Implementing organization** | *Name :*  |
| * **Type**
 | ***Please check a type of the implementing organization in the boxes.***[ ]  *Central/national government* [ ]  *Provincial government*[ ]  *Public organization*[ ]  *Others………………………… [please specify]*  |
| * **Major functions**
 |  |
| * **Annual budget**
 |  |
| * **Number of staff**
 |  |
| **1.9** | **Is this a resubmission of a previous PCP?** | *Yes/No* |

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| **SECTION 2. PROJECT DESCRIPTION** |
| **2.1** | **Objectives/Outcome/Outputs:** Please outline the objectives, the expected outcomes, and outputs of the Project. Please provide the detailed information as an annex 2(Project Design Matrix). If relevant, gender equality/women’s empowerment can be manifested as one of the objectives or sub-objectives.  |
|  |
| **2.2** | **Activities:** Please describe what will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. It should indicate the sequence of all major activities and implementation milestones. Please provide the detailed information as an annex 3(Project Work Plan).. |
|  |

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| **SECTION 3. PROJECT RATIONALE** |
| **3.1** | **SI SITUATION ANALYSIS:** Please provide a brief introduction to the current social and economic situation related to the Project (geographic region and beneficiaries, etc.) |
|  |
| **3.2** | **PROBLEM TO BE ADDRESSED:** Please describe the problem or critical issue which the project seeks to resolve, how the problem was identified, and how will the Project address the problem. If relevant, analysis on gender equality needs to be described. |
|  |
| **3.3** | **COUNTRY DEVELOPMENT STRATEGIES AND POLICIES:** Please describe how the Project relates to other relevant national development strategies and policies, and provide the ongoing status of their implementation, results and effects, if any. |
|  |
| **3.4** | **JUSTIFICATION FOR INTERVENTION:** Please describe how the need for the Project was determined, and what the rationale/justification for the Project (why the Project is considered to be the most effective way the problem is resolved.). |
|  |
| **3.5** | **LESSONS LEARNED:** Please describe what lessons Partner Country has drawn on (from Partner Country’s own and other’s past experience) in designing this Project.  |
|  |

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| **SECTION 4. STAKEHOLDER ANALYSIS** |
| **4.1** | **TARGET BENEFICIARY:** Please describe the following information: a) direct and indirect/wider beneficiary group, b) number of beneficiary, with gender segregation if necessary (e.g. 300 children rather than children in 3 schools), c) how the target group was identified, d) why they were selected as target group, e) how intended beneficiaries have been involved in Project design, and their expected role in Project implementation and evaluation. If relevant, the target group needs be disaggregated by sex. |
|  |
| **4.2** | **OTHER STAKEHOLDERS:** 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. |
|  |

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| **SECTION 5. PROJECT MANAGEMENT AND IMPLEMENTATION** |
| **5.1** | **PROJECT MANAGEMENT:** Please describe a) who will be responsible for planning and management of the Project operations as well as coordinating other bodies and organizations associated with the Project, b) what arrangements will be established to ensure that there will be effective coordination with other relevant programs and activities*.* |
|  |
| **5.2** | **MANAGEMENT OF CONSTRUCTION WORK (IF ANY):** Please specify purpose of the building, total floor area, site location, estimated construction duration and budget and O&M plans. |
|  |

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| --- |
| **SECTION 6. SUSTAINABILITY** |
| **6.1** | Please describe whether Project operations are expected to continue, or expand to other areas or sectors, once the current phase of assistance is completed. This could include plans for introducing self-financing provisions to ensure continued viability of operations on Project completion.  |
|  |
| **SECTION 7. MONITORING AND EVALUATION** |
| **7.1** | Please include proposed mechanisms and procedures for monitoring of Project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required. Specifically, please indicate who will be responsible for preparing periodic Project progress and final technical reports and for the accounting of expenditures, if needed, as well as how intended beneficiaries will be involved. |
|  |

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| **SECTION 8. RISK AND ASSUMPTION** |
| **8.1** | Please identify and list the major risk factors that could result in the Project not producing the expected results. These should include both internal and external factors. Please also propose risk mitigation measures to address the potential risks. |
|  |

**The following documents as annex are required to be submitted with a PCP.**

**Annex 1. Project Location Map**

**2. Project Design Matrix**

**3. Project Work Plan**

**4. Estimated Budget Sheet**

**5. Environmental Screening Checklist**

**6. Gender & Development Screening Checklist**

**Annex 1. Project Location Map**

**Annex 2. Project Design Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **NARRATIVE SUMMARY** | **OBJECTIVELY VERIFIABLE INDICATORS** | **MEANS OF VERIFICATION** | **ASSUMPTIONS AND RISKS** |
| **Objectives** |  |  |  |
|  |
| **Outcomes** |  |  |  |
|  |
| **Outputs** |  |  |  |
|  |
| **Activities** | **Inputs** |  |  |
|  |  |  |  |

**Annex 3. Project Work Plan *(Sample)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year One** | **Year Two** | **Year Three** | **Year Four** | **Year Five** |
| **Description** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Signing R/D** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Establishment of Project Implementation Plan** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project management****Selection of PC and dispatch of PM** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.Strengthening capacity for health providers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. New infrastructure and essential equipment and supplies for MNCH established** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3: : Renovation of health centers**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 4: Provision of medical equipment and supplies of MNCH** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 5: Provision of essential medical kits for EmONC and essential newborn care** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3. Systematizing Referral system**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 6: Provision of ambulances and essential equipment** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 7: Support for management of ambulances** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4. Management of health information system is strengthened** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 8: Equipping record media (books, records, files PV, card RV, etc.)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 9: Provision of support on management of DHIS2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5. Positive health behaviors on mother and child health adopted among community** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 10: Workshops with community leaders**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 11: Campaigns in the communities through mass media** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project management** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 12: Monitoring and evaluation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex 4. Estimated Budget Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Instruction*** * **Breakdown of Project Cost**
* Dispatch of Experts: Costs for sending experts to recipient organizations for technical cooperation and capacity building. (including reimbursable expenses such as on-site operational costs)
* Construction: Costs for design, construction, supervision and Construction Manager (CM), if the project has an activity that involves construction.
* Equipment: Costs for providing and installing equipment, including education costs.
* Invitational Training: Costs for capacity building activities in which partner country officials are invited to Korea to learn about Korea’s development experiences and draw lessons for their country.
* Informationalization: Costs for business process reengineering and information strategy planning (BRP/ISP), system development and supervision, if the project has an activity that involves informationalization.
* Project Management: Costs for performance management, risk control, monitoring and evaluation and contingencies, which should be directly managed by KOICA.
* **Information provided by the partner**

|  |  |
| --- | --- |
| **Item** | **Necessary information** |
| Dispatch of experts | ▷ Expert’s technical grade (Junior-level, middle-level, senior-level)▷ Expert’s input (in M/M) |
| Construction | ▷ Building’s size and space and projected costs▷ Costs of similar buildings |
| Equipment | ▷ Item and number and whether it can be bought in the partner country▷ Equipment specification |
| Invitational training | ▷ Type of courses (manager-level, working-level, others)▷ Number of participants\* Please, note that invitation training can accommodate maximum 15 participants per course due to logistical constraints.  |
| Informationalization | ▷ Information system’s main functions ▷ Expert’s input to complete system development (in M/M) |

* **After reviewing the description above, the Estimated Budget Sheet should be filled out in consultation with KOICA country offices.**
* Calculation Basis describes how each item of the Budget Sheet is calculated.
 |

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Calculation Basis** |
| **Dispatch of Experts** |  | **Insert Expert’s grade and time input (in M/M)** |
| **Junior-level Expert** |  |  |
| **Middle-level Expert** |  |  |
| **Senior-level Expert** |  |  |
| **Reimbursable expenses** |  |  |
| **Construction** |  | **Insert the size of building and cost per m2** |
| **Design** |  |  |
| **Construction** |  |  |
| **Supervision** |  |  |
| **CM** |  |  |
| **Contingency** |  |  |
| **Equipment**  |  | **Insert item, number and specification** **(Equipment may be listed in a separate sheet if there are too many)** |
|  |  |  |
|  |  |  |
| **Invitational Training** |  | **Insert courses and the number of participants** |
| **Management-level course** |  |  |
| **Working-level course** |  |  |
| **Other special course** |  |  |
| **Informationalization** |  | **Insert system’s main functions and expert’s input (in M/M)**  |
|  |  |  |
|  |  |  |
| **Project Management** |  | **5% - 10% of total project cost** |
|  |  |  |
| **TOTAL** |  |  |

**Annex 5. Environmental Screening Checklist**

**Question 1. Related environmental impacts**

1-1 Will the project include new construction or enlargement or repair of building?

□ Yes □ No

1-2 Will the project change geographical features or land use?

□ Yes □ No

1-3 Will the project use or develop water resources?

□ Yes □ No

1-4 Will the project produce waste?

□ Yes □ No

**Question 2. Requirement of Environmental Impact Assessment (EIA)**

2-1 Does the host country have Environmental Impact Assessment (EIA) related laws or guidelines?

□ Yes □ No

2-2 Is EIA required for the project according to the laws or guidelines in the host country?

□ Yes □ No □ Unknown

2-3 If the EIA is required, please mark the corresponding item.

□ Implemented □ On going □ Planning

**Question 3. Project's sensitive features**

3-1 Does the project come under following sectors?

□ Yes □ No

If yes, please mark the corresponding items.

□ Hydropower, dams and reservoirs □ Urban development

□ Roads, railroads and bridges □ Airports, ports and harbor

□ Water supply, sewage treatment □ Solid waste treatment

□ River/Sand control □ Power transmission and distribution lines

□ Mining development □ Industrial development

   □ Forestry □ Fishery □ Tourism

* Agriculture (large-scale land-clearing or irrigation)

3-2 Is any of the following area located on or around the project site?

□ Yes □ No

If yes, please mark corresponding items.

□ National park

□ Protected area designated by the government (cultural heritage)

□ Protected area designated by the government (coastal zone, wetlands, reserved area for ethnic or indigenous people)

□ Habitat of valuable species protected by domestic laws or international treaties

□ Virgin forests, tropical forests

□ Buffer zone of protected area

□ Ecological important habitat areas (coral reef, mangrove wetland, tidal flats)

□ Likely salts cumulus or soil erosion areas on a massive scale

□ Remarkable decertification trend areas

□ Archaeological, historical or cultural valuable areas

□ Living areas of ethnic, indigenous people or nomads who have a traditional lifestyle or special socially valuable areas

**Annex 6. Gender & Development Screening Checklist**

|  |  |
| --- | --- |
| **Question1.**  | **Women/Girls as beneficiaries or participants**  |
| 1-1 | Does this project include women or girls as a target group as direct or indirect beneficiaries? □ Yes □ No |
| 1-2 | Do women or girls participate in implementing process as one of the decision makers? □ Yes □ No |
| 1-3 | Did this project proposal complete based on the needs assessment of men and women/boys and girls? □ Yes □ No |
| **Question 2.** | **Relevance to women’s empowerment**  |
| 2-1. | What are the key gender issues in the sector/subsector that are likely to be relevant to this project or program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2-2. | Does the proposed project or program have the potential to make a contribution to the promotion of gender equity and/or empowerment of women by providing women’s access to and use of opportunities, services, resources, assets, and participation in decision making? □ Yes (→2-2-1) □ No |
|  2-2-1 | If yes, what measures are included in the project design to promote gender equality and women’s empowerment—□ Gender action plan □ Other actions or measures □ No action or measure  |
| 2-3 | Can the proposed project have an adverse impact on women and/or girl or widen gender inequality? □ Yes □ No |
| 2-4 | Indicate the intended gender mainstreaming category\*:□ GEN (gender equity) □ EGM (effective gender mainstreaming) □ SGE (some gender elements) □ NGE (no gender elements) |

**○ GEN : Gender Equity**

- A project is assigned GEN, if the project outcome directly addresses gender equality and/or women’s empowerment by narrowing gender disparities through access to social services(e.g. education, health, and water supply/sanitation); and/or economic and financial resources and opportunities (e.g. employment opportunities, financial services, land, and markets), and/or basic rural and urban infrastructure(e.g. rural electrification, rural roads, pro-poor energy distribution, and urban services for the poor); and/or enhancing voices and rights(e.g. decision making process and structures, political empowerment, and grievance mechanisms); and,

- the outcome statement of the project design and monitoring framework(DMF) explicitly mentions gender equality and women’s empowerment and/or, the outcome performance indicators include gender indicators.

**○ EGM : Effective Gender Mainstreaming**

- A project is assigned EGM, if the project outcome is not gender equality or women’s empowerment, but project outputs are designed to directly improve women’s access to social services, and/or economic and financial resources and opportunities, and/or basic rural and urban infrastructure, and/or enhancing voices and rights, which contribute to gender equality and women’s empowerment.

**○ SGE : Some Gender Elements**

- A project is assigned SGE, if it meets either of the following:

(i) by its nature it is likely to directly improve women’s access to social services; and/or economic and financial resources and opportunities, and/or basic rural and urban infrastructure, and/or enhance their voices and rights(e.g. education, health, rural development, microfinance, water supply and sanitation, food security, and emergency food and rehabilitation assistance), but that included little, if any gender analysis and few or no specific design features; and did not meet the EGM criteria, or

(ii) is unlikely to directly improve women’s access to social, economic or financial resources or opportunities, but significant efforts were made during project preparation to identify potential positive and negative impacts on women. Some gender features are included to enhance benefits to women(e.g. targets for employment of women in project construction work, provision of equal pay for equal work, information campaigns on HIV/AIDS risk, gender training of executing/implementing agencies, and adherence to core labor standards, esp. child labor); and where resettlement is involved includes attention to women in the mitigation/resettlement plans(such as compensation payments to both men and women, joint-ownership of replacement land/housing, restoration of livelihood initiatives for women, and so forth).

**○ NGE : No Gender Elements**

- A project is assigned NGE, when it does not include any gender design features(e.g. no indicator or goal for gender equality, no women’s participation or empowerment, no resource or no opportunity for women, etc.).

*\*Sourced from ADB (2012) Guidelines for Gender Mainstreaming Categories of ADB Projects*