



# විදේශ සම්පත් දෙපාර්තමේන්තුව

வெளிநாட்டு வளங்கள் திணைக்களம்

Department of External Resources

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මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி, பொருளாதார உறுதிப்படுத்துதல் மற்றும் தேசியக் கொள்கைகள் அமைச்சு

செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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මගේ අංකය  
எனது இல  
My No

TA/KOICA/CIAT/25/23

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

14 June 2023

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Secretary to the Cabinet / Cabinet Office  
Secretary General to the Parliament / The Parliament  
Secretaries / All Ministries  
Secretaries / All State Ministries  
Chairmen / All Independent Commissions

Attn: Officer in-charge of Foreign Training

Dear Sir / Madam

## 2025 KOICA-CIAT Capacity Building Programmes

We wish to inform you that the Korea International Cooperation Agency (KOICA) has invited Project Concept Papers (PCP) for the above programme.

Accordingly, KOICA is seeking to identify programs which can contribute to achieving KOICA Sri Lanka's Country Plan in following sectors. (Country Plan Overview is enclosed);

1. Education for Prosperous Future
2. Peace Building and Social Integration
3. Inclusive Transportation for Balanced Growth
4. Strengthening Democratic Institutions for Inclusive Development and reflecting the social values such as human rights, gender equality and social-economy.

You are kindly requested to submit concept papers on or before 2.00 p.m. on 13 July 2023, with the line ministry covering letter.

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General

Copies to: Leader of the House of the Parliament, Office of the Leader of the House of the Parliament  
Chief Government Whip, Office of the Chief Government Whip  
Leader of the Opposition, Office of the Leader of the Opposition  
Auditor General, National Audit Office  
Chief Secretaries, All Provincial Councils

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பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

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அலுவலகம்  
Office

94-11-2484500

94-11-2484600

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தொலை நகல்  
Fax

94-11-2447633

94-11-2387153

94-11-2434876



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						
<b>Title</b>	Capacity Building for (Target Group) on (Subject) in Country (Duration) Or Capacity Building for (Subject) in Country (Duration)					
<b>Target Country</b>	<input type="checkbox"/> Country-specific Program <input type="checkbox"/> Triangular Cooperation Country: Name of Country					
<b>Duration</b>	2024-20XX (0 years)					
<b>Budget</b>	US\$15,000 yearly (Tentative, Subject to Change)					
<b>Field/Sector</b>	<b>Priority</b>	<b>2<sup>nd</sup></b>		<b>Cross-cutting</b>	<b>Policy Marker</b>	
	Please select from the dropdown list	Please select from the dropdown list		Please select from the dropdown list	Please select from the dropdown list	
<b>Proposed by</b>	<input type="checkbox"/> Partner Country <input type="checkbox"/> Government of Republic of Korea <input type="checkbox"/> Donor Agency <input type="checkbox"/> International Organization					
<b>Proposer Org. Information</b>	Full Name of the Organization (in Country)					
<b>Objectives</b>	<div>▫</div> <div>▫</div>					
<b>Outcome</b>	<div>▫</div> <div>▫</div>					
<b>Output</b>	<div>▫ Participants who increased their capacity and knowledge on (subject)</div> <div>▫ Curriculum for (subject)</div> <div>▫ Action Plan for (subject)</div>					
<b>Course Description</b>	<b>Yr.</b>	<b>Length</b>		<b>Plan (Input)</b>	<b>Method</b>	
	1	00	Days	<div>▫ Module information</div> <div>▫ Activity information (e.g. field trip)</div> <div>▫ Action Plan Review</div>	<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)	
	2	00	Days	<div>▫ Module information</div> <div>▫ Activity information (e.g. field trip)</div> <div>▫ Action Plan Review</div>	<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)	
	3	00	Days	<div>▫ Module information</div> <div>▫ Activity information (e.g. field trip)</div> <div>▫ Action Plan Review</div>	<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)	
<b>Target Group(s)</b>	<b>Yr.</b>	<b>No. of Participants</b>		<b>Target Ministry/Org.</b>	<b>Target Position</b>	
	1				<input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level	



## SECTION 2. PROGRAM RATIONALE

### 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

1 <sup>st</sup> year	<i>Provide specific subjects/topics/content that need to be covered in the program</i>	<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)
2 <sup>nd</sup> year		<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)
3 <sup>rd</sup> year		<input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country)



	- (How to link)			
<b>Communication History</b>	<ul style="list-style-type: none"> <li>▣ Discussion between KOICA office in XX and Secretary State of XX(Partner Country)</li> <li>▣ Date of Discussion MM / DD / 2022</li> <li>▣ Major Agreement Finalize PCP draft by joint review</li> </ul>			
<b>M&amp;E Plan &amp; Indicator</b>	<ul style="list-style-type: none"> <li>▣ Survey will be conducted by KOICA HQs every year after the training program:               <ol style="list-style-type: none"> <li>1) Level of Satisfaction</li> <li>2) Level of Achievement</li> <li>3) Level of Action Plan Influence</li> </ol> </li> <li>▣ The result of the survey will be reflected to the Program in subsequent year or follow-up program</li> </ul>			
	<i>Indicators</i>		2024	2025
			2026	
	<i>Level of Satisfaction</i>		90.00	90.03
	<i>Level of Achievement</i>		94.50	94.40
<i>Level of Action Plan Influence</i>		84.70	84.87	
<b>Contact Information</b>	<b>Partner Country</b>	Name		<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Organization / Department		
		Position		
		Contact		
	<b>KOICA office (Embassy)</b>	Phone		<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		E-mail		
		Name		
		Position		
		Contact		
	<b>Other stakeholders (if applicable)</b>	Phone		<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		E-mail		
		Name		
		Organization / Department		
		Position		
Contact				
Phone				
E-mail				



			<input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.)
	2		<input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.)
	3		<input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.)
<b>Undertakings</b>	<b>Target Country</b>		
	<input type="checkbox"/> Recommend eligible participants for the program <input type="checkbox"/> Allow participants to fully take part in the program <input type="checkbox"/> Utilize output of the program including Action Plan <input type="checkbox"/> Disseminate training outcomes		
	<b>KOICA</b>		
	<input type="checkbox"/> Recruit training organization with expertise and experience <input type="checkbox"/> Provide training program in cooperation with training organization by supporting budget and other necessary resources.		
<b>Follow-up Plan/Exit Strategy</b>	<input type="checkbox"/> Support participants to join KOICA CIAT alumni network <input type="checkbox"/> Support alumni members to disseminate the achievement and knowledge <input type="checkbox"/> Provide adequate support to carry out Action Plan		
<b>Policy and Strategy</b>	<b>International</b>		
	<input type="checkbox"/> SDG X.X.X <input type="checkbox"/> SDG X.X.X <input type="checkbox"/> Other relevant international policy/strategy		
	<b>National (Target Country)</b>		
	<input type="checkbox"/> National XXX Plan (20XX-20XX) <input type="checkbox"/> National XXX Strategy (20XX-20XX)		
	<b>Republic of Korea (KOICA)</b>		
	<input type="checkbox"/> Country Partnership Strategy XXX Sector - (Specific Strategic Sector) <input type="checkbox"/> KOICA Country Program - (Specific Program)		
<b>Other Relevant Project/Program</b>	<input type="checkbox"/> KOICA XXX Project (20XX-20XX) - (How to link) <input type="checkbox"/> KOICA WFK Volunteer/Advisor to ORG. (20XX-20XX) - (How to link) <input type="checkbox"/> Korea Eximbank XXX Project (20XX-20XX) - (How to link) <input type="checkbox"/> United Nations XXX Project (20XX-20XX)		



## 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.*

#### OTHER STAKEHOLDERS INFORMATION