



MEKONG
INSTITUTE



Mekong – ROK Cooperation Fund (MKCF) Management Manual

Version 2.0. March 2022



Prepared by Mekong Institute
GMS Intergovernmental Organization

Table of Contents

1.	Introduction: How to use this Manual.....	3
1.1.	Purpose	3
1.2.	Target Audience.....	3
2.	Overview of the MKCF.....	4
2.1.	Background.....	4
2.2.	MKCF Logo.....	4
3.	Applying for the MKCF.....	5
3.1.	General Information	5
3.2.	The MKCF's Seven Priority Areas.....	5
3.3.	Eligible Requirements of Proponent	6
3.4.	Budget and Duration	6
4.	Project Proposal Formulation.....	7
4.1.	Overview	7
4.2.	Preparation of the Expression of Interest (Eol)	9
4.3.	Full Project Proposal	10
I.	Budget Arrangements (in USD)	11
II.	Project Category and Cost Norm	11
5.	Procurement	16
5.1.	Principles	16
5.2.	Misprocurement	16
5.3.	Methods of Procurement	16
6.	Financial Management and Disbursement	18
6.1.	Financial Management and Disbursement Arrangements	18
6.2.	Financial Documentation	18
6.3.	Financial Reports	21
7.	Result-Based Monitoring Implementation and Performance	22
7.1.	Reporting	22
7.2.	Mid-term Progress Report.....	22
7.3.	Final Report	22
7.4.	Monitoring Visits.....	22
8.	Internal and External Audits	24

Appendix 1: Expressions of Interest (Eol) Template	25
Appendix 2: Full Project Proposal Template	28
Appendix 3: [proposal package] Indicative budget	32
Appendix 4: [proposal package] Indicative Work Plan.....	33
Appendix 5: TOR.....	34
Appendix 6: CV	35
Appendix 7: Agreement on Fund Disbursement (to be signed).....	37
Appendix 8: [Receipt format] (1) Purchase Receipt.....	39
Appendix 9: [Receipt format] (2) Outward Remittance Receipt.....	40
Appendix 10: [Receipt format] (3) Cash Payment Receipt.....	41
Appendix 11: Workshop / Meeting Minutes.....	42
Appendix 12: Mid-term Progress Report	43
Appendix 13: Final report.....	46
Appendix 14: Quarterly Monitoring Form	50

1. Introduction: How to use this Manual

1.1. Purpose

The purpose of the Mekong-ROK Cooperation Fund (MKCF) Manual is to provide general information on operational rules and practices that are applicable to MKCF.

1.2. Target Audience

All actors involved in the MKCF.

This manual serves as a reference guide for Project Proponents and Project Implementing Agencies (PIAs) of the MKCF and as an introduction to the MKCF for new arrivals.

2. Overview of the MKCF

2.1. Background

- Following the launch of the Mekong - ROK partnership in 2011, the MKCF was established in 2013 to encourage and support cooperation in six priority areas¹ outlined in the *Han River Declaration* of 2011.
- It was agreed among five Mekong countries (Cambodia, Lao PDR, Myanmar, Viet Nam and Thailand) and the ROK that the MKCF will be financed through an annual contribution from the ROK to MI and will be managed by MI in accordance with the *Terms of Reference (TOR)* adopted at the 3rd Mekong – ROK Foreign Ministers' Meeting in July 2013 in Bandar Seri Begawan, Brunei Darussalam. Moreover, at the 5th Mekong – ROK Foreign Ministers' Meeting in August 2015 in Kuala Lumpur, Malaysia, the Ministers recognized the need for a more efficient management of the MKCF and agreed to task MI to act as a Coordinator for the MKCF.

2.2. MKCF Logo

- The MKCF logo was created with the view to enhancing the visibility of the MKCF to the wider public. The logo was created by Mekong Institute and represents the cooperation among the constituent states of the Mekong countries and the ROK. The logo should be utilized in the MKCF supported projects such as in project activities, e.g. training, workshop, seminar, conferences, project reports, publications, meeting and training materials, physical assets, facilities and equipment.



Figure 1. MKCF logo

¹ 1. Infrastructure, 2. Information Communication Technology (ICT), 3. Green Growth, 4. Water Resource Development, 5. Agriculture and Rural Development, 6. Human Resource Development

3. Applying for the MKCF

3.1. General Information

- The Fund provides a grant for projects that are of regional in nature². Such project is aligned with the priorities of the country to address national issues that facilitate regional integration process. It can be implemented in a single country. However benefits should be shared among the countries in the Mekong region and the ROK.
- In other words, the regional project should address the needs of several Member States in the Mekong region. Such projects can consider national development objectives but are developed per regional development objectives as well.

3.2. The MKCF's Seven Priority Areas

- The Fund provides grants to support catalytic and innovative activities in the seven priority sectors: (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges.
- Some examples of the projects for each priority sectors can be:

Sector	Examples of the projects
(1) Culture and Tourism	<ul style="list-style-type: none"> ▪ Cooperation in preservation and restoration of cultural heritage sites ▪ Expansion of youth education in culture and arts
(2) Human Resources Development	<ul style="list-style-type: none"> ▪ Promotion of regional cooperation in education and skill development ▪ Facilitation of safe labor migration within the Mekong region ▪ Development of cooperative alliance among the Mekong countries for Technical and Vocational Education and Training (TVET) / Career and Technical Education (CTE) ▪ Capacity building for MSMEs and entrepreneurs to enhance job opportunities and successful trade and investment environment in the Mekong countries ▪ Enhancing skills for post Covid-19 recovery
(3) Agriculture and Rural Development	<ul style="list-style-type: none"> ▪ Development of regional agricultural value chain ▪ Strengthening regional agriculture supply chains
(4) Infrastructure	<ul style="list-style-type: none"> ▪ Capacity building in regional project management related to infrastructure (road, power communication etc.)
(5) Information and Communication Technology (ICT)	<ul style="list-style-type: none"> ▪ Cooperation in use of ICT for regional disaster risk management / climate change adaptation (e.g. early warning system) ▪ Estimation of crop production with ICT ▪ Development of regional agriculture market information system ▪ MSME Digitization, Fintech ▪ E-commerce & paperless trade/customs ▪ Development of alliance with the Mekong countries on ICT infrastructure / regional connectivity ▪ ICT in Post Covid-19 recovery
(6) Environment	<ul style="list-style-type: none"> ▪ Cooperation in water resources management ▪ Cooperation in Disaster management for natural hazards ▪ Cooperation in sustainable management of natural resources ▪ Climate change mitigation and adaptation measures

² Project designed to address regional issue(s), project interventions designed and benefits more than one country in the Mekong region (Cambodia, Laos, Myanmar, Viet Nam and Thailand)

(7) Non-traditional Security Challenges

- Cooperation in clearance of explosive remnants of war, illegal drug trafficking, human trafficking
- Cooperation in prevention of in security areas to address transnational crime, terrorism and violent extremism
- Cooperation in cyber security to build an open and secure cyber space

NB - Projects proposals of entirely of research nature or academic research are not encouraged under this fund.

3.3. Eligible Requirements of Proponent

- Government agencies/Autonomous Organization from Cambodia, Lao PDR, Myanmar, Viet Nam, Thailand (CLMVT) and organizations from the ROK.
- Non-governmental organizations, academic institutions, and training institutes from CLMVT and the ROK.
- International Organizations, including UN Agencies, and other International Non-Governmental Organizations having operating offices in the Mekong countries and ROK.
- Experience in implementing development projects for at least 5 years.
- Assistance to individuals will not be provided.

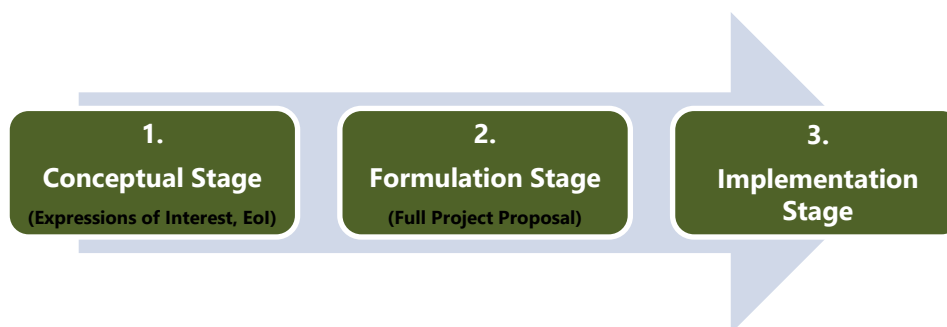
3.4. Budget and Duration

- The contribution of the Fund per project proposal is minimum of 300,000 USD and maximum of 1,000,000 USD.
- The fund encourages projects promoting 3-way (triangular) or 4-way (quadripartite) collaboration with other donors, including the Mekong River Commission (MRC), Japan, United States (US), Australia, New Zealand, Germany, Canada etc. Extra budgetary funds should be leveraged, when needed, to facilitate such projects.
- The fund provides grants for joint activities with a regional or international entity, formalized through a cooperation agreement and is considered as regional.
- Activities which are not eligible for funding include construction of buildings and payment of rent or utilities.
- The time frame of the project should be 2-3 years.

4. Project Proposal Formulation

4.1. Overview

- After the Call for Expressions of Interest (Eol) is announced, the potential proponents should follow the following procedure. The announcement of the Eol submission will be made on the websites of the Governments of the Mekong countries, Mekong Institute (MI) and through network of MI partners in the Mekong countries.



4.1.1 Steps

(1) Proponents shall need to submit an Eol to the Ministry of Foreign Affairs (MOFA) of the respective countries. International Organizations, including UN Agencies, and other International Non-Governmental Organizations having operating offices in the Mekong countries and ROK based organizations should submit the Eol to ROK MOFA. The Eol should be submitted to the following focal points in the Mekong countries and RoK within the stipulated date.

Country	Focal point in the MOFA	Contact information
Cambodia	Ms. Angkearbos Hong	hongangkearbos@gmail.com
Lao PDR	Ms. Phonphilom Douangmalalay	phone.dml@gmail.com mekong.dialoguepartners@gmail.com
Myanmar	Dr. Htuann Naung	srcd.myanmar@gmail.com
Viet Nam	Mr. Do Phan Linh Ms. Quach Thu Ha	mekong.mofa@gmail.com
Thailand	Ms. Tipaporn Attasivanon	tipaporn.a@mfa.go.th
ROK	Mr. Young Jae Choi	rokmekong2014@mofa.go.kr

(2) The Focal Point of each MOFA in CLMVT and the ROK shall collect the Eols and forward the Eols to MI.

(3) MI shall review the Eols to shortlist according to the evaluation criteria. The evaluation will follow the following criteria.

No	Assessment Area(s)	Weight (%)
1	Relevance of the proposed project with the priority area(s) of Mekong-Republic of Korea Cooperation Plan of Action (POA) 2021-2025	30
2	How the identified issues will be addressed	20
3	Regional nature of the project (Identified regional issues and conceptualized in the project design)	20
4	Relevant project implementing experience of the proponent	15
5	Relevant experience of the proposed project team	15

(4) The Approval Body at the MOFA-ROK shall make a decision on selection of the Eols that will be developed into a full project proposal. Only shortlisted Eols will be informed for the next steps.

(5) MI shall notify the selected Eols to the 6 Senior Official Meeting (SOM) leaders (5 Mekong Countries and ROK) for their information and support.

(6) Proponents of the selected Eols shall submit the full project proposals to MI within the stipulated date. In the case revisions are requested on the submitted full project proposal, MI will inform the proponent to revise and submit within a specific date.

(7) The Eols short listed for full proposals do not necessarily guarantee award of final selection of the project. The shortlisted proposals are subject to review and will go through a process of evaluation. Upon submission of the full proposal, due diligence will be conducted to check the capacity of the proponent to implement the project technically and financially. This will be part of evaluation criteria to select the proposal. Shortlisted proposals may be disqualified if not found to be in compliance with the requirements of the full proposal.

(8) Foreign Ministers of the six countries endorse the full project proposals that will be funded by the MKCF in the form of a Co-Chair's Statement of the Mekong-ROK Foreign Ministers' Meeting.

(9) Following the endorsement, MI will inform the selected proponent and prepare for the launch of the project and other requirements such as opening of bank account (USD) at a local commercial bank, which has experience in management of international / ODA fund, in the name of the project. Upon receipt the project bank account details, the Project Implementing Agency will sign and submit an Agreement on Fund Disbursement to MI. These processes should not be more than 60 days after endorsement information obtained by MI.

(10) MI shall request for approval from the ROK to release the 1st installment (50%) and shall disburse the installment upon receipt the approval letter from the ROK. PIA will inform the date of launch of the project within 15 days of receipt of the first installment.

(11) MI will confirm with the PIA on the date to launch the project which is within 2 (two) months from the date of approval of the project. MI team will join the PIA at the project launching meeting where the PIA team is required to introduce the project team with assigned responsibilities, project details including M&E, work plan for any revisions and finalization, partnership arrangements with other Mekong countries/RoK etc. MI will introduce the monitoring and reporting guidelines.

(12) In case there is a delay in launching the project after receiving the amount in the bank for more than 2 (two) months, the PIA must send a letter explaining the reason behind such delay. In case there is no valid reason behind the delay, MI may implement necessary measures (including termination of project) after consulting with ROK MoFA.

(13) Once the Mid-term Report (the Progress and Financial Reports) are received and reviewed by MI and shared with ROK-MOFA, the 2nd installment (40%) MI will be disbursed.

(14) Upon completion of the project, the Project Implementing Agency will submit a Final Report (including the Financial Report) to the respective MOFAs and MI within 60 days after completion of the project.

(15) The final installment of 10% will be released on satisfactory completion of all activities of the project with clear exit strategy.

(16) Following the review of the Final Report, if necessary, MI can request correction and revision, and any unspent balance of the fund should be returned to MI's MKCF account within 30 days after the financial report approved by MI (in USD currency).

Bank Name	Bangkok Bank
Bank Address	147 Prachasamosorn Rd. Muang, Khon Kaen 40000, Thailand
Branch	Prachasamosorn Road
Currency	USD
Account Name	MEKONG-ROK COOPERATION FUND
Bank Account	840-101-0019-118355-501
Receiver address	123 Khon Kaen University Mittraparb Rd.Muang, Khon Kaen 40002
SWIFT	BKKBTHBK

4.2. Preparation of the Expression of Interest (Eol)

Proponents should submit an Eol as per the structure below:

A. Cover page (1 page)

- i. Name and address of Organization
- ii. Contact person (name, telephone, fax, and email)
- iii. Title of proposed project/sector
- iv. Country (s)/region
- v. Total project cost
- vi. Duration of project
- vii. Signature, name, title of the authorized representative of the Organization (applicant)

B. Technical (6 pages maximum)

- i. **Introduction:** Provide a brief background on the identified development issues in the Mekong region AND how the identified issue(s) will be addressed. Indicate the nature of the issue including its importance in the Mekong sub regional cooperation context, how it will be achieved and description of the target population, stakeholders and its regional implication.³
- ii. **Objective:** State the short and long-term objectives of the project and how objectives relate to specific challenges or opportunities in the specific sector⁴ in the Mekong region. Also, explain how the project promotes cooperation between the Mekong countries and the ROK and contributes to the sustainable development of the Mekong region.
- iii. **Description of Specific Activities:** 1) Description of the identified issues in the context of Mekong region 2) How the regional challenges or opportunity will be addressed in the project, 3) Method(s) of approach to be applied, 4) Brief description of the activities to achieve the stated objective(s), 5) Potential partners in the Mekong region and role of the partners in the project.
- iv. **Anticipated Results:** Describe the expected outputs, outcomes and impact of the project.
- v. **Monitoring Framework:** Provide indicative measures to monitor and evaluate the results of the project and how the results will benefit or be shared in the Mekong region.
- vi. **Team Members:** Please provide brief professional biography of the 2 full time project staff i) Project Manager and ii) Project Coordinator. Provide ToR for the 2 full time project staff as per appendix 5 and provide updated CVs (max 5 pages) of the two aforementioned full-time project staff as per the sample format in appendix 6. It is encouraged that at least one member of the project team is from any of the other Mekong countries or RoK.

C. Financial (3 pages maximum)

- i. **Financial Statement:** Provide a brief statement as to why the proposed activities are feasible both technically and financially.

³ Mekong region under MKCF: Cambodia, Laos, Myanmar, Viet Nam and Thailand

⁴ (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges.

- ii. **Estimated Cost:** Provide an estimated budget (total cost), year wise (for multi-year project) and cost share.

D. Attachments

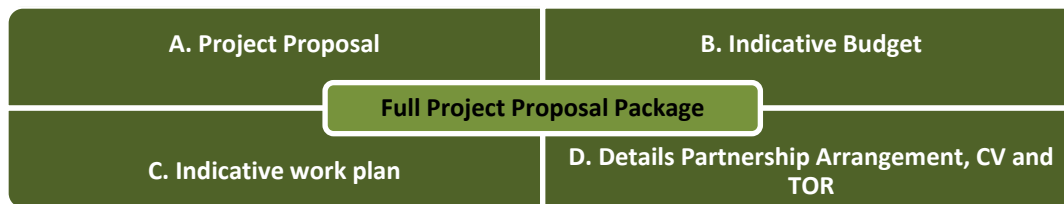
- i. Any additional documents that provide information on Partnership arrangements (pre-bidding agreement, MoU, consent letter, etc.) with organizations in the Mekong countries, International organizations, trilateral/quadrilateral cooperation etc., previous experience in implementing development projects, institutional capabilities, and CV and TOR of the core project team.

The EoI must be written in English, typed, single spaced with 12-sized Times New Roman font. The EoI should not exceed 10 pages. The 10 pages do not include the attachments. The attachments must be concise and in a separate file.

The EoI will be reviewed based on their relevance, feasibility, and sustainability.

4.3. Full Project Proposal

The shortlisted EoIs will be invited to submit a full project proposal.



A. Project Proposal (Appendix 2)

The full proposal will include, but not limited to the following:

- i. Problem to be addressed
- ii. Background, problem analysis, and justification
- iii. Objective and success criteria
- iv. Outputs
- v. Indicative work plan
- vi. Management and implementation arrangements
- vii. Budget and funding arrangements

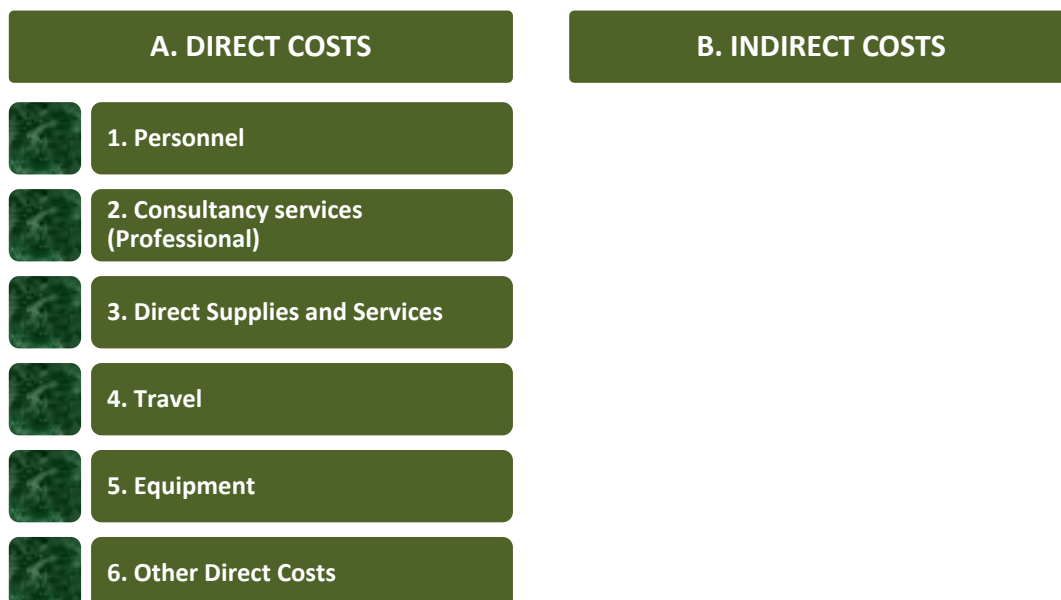
The proposal must be written in English, typed, single spaced with 12-sized Times New Roman font.

The proposal must be a development cooperation project with a focus on specific developmental problems, be innovative and unique and be independently originated and developed by the proponent. The project should fulfill the regional criteria to benefit more than one Mekong country.

B. Indicative Budget (Appendix 3)

I. Budget Arrangements (in USD)

- Adequate provisions for the cost of all proposed activities and personnel. Cost breakdown by line item specifying clearly for each cost item covers:
 - Unit cost (unit price in USD)
 - Quantity of items and
 - Total cost for each item
- The budget should show the detail for all costs categorized.
- The budget must show:
 - Description of each element of cost
 - Number of units of direct costs, and indirect costs (if approved)
 - Unit cost of each item (unit price in USD)
 - Sub-total for each category of costs and Total cost for each item



II. Project Category and Cost Norm

Project Category	Cost	Remarks
A. DIRECT COSTS: are related to project activities		
1. Personnel:		
<ul style="list-style-type: none"> ▪ The proponent/PIA recruits full-time staff specifically for the MKCF funded project. ▪ For all personnel, indicate the percentage level of efforts. For the newly recruited staff, the ToR should be included as annexes in the project proposal. ▪ Regular staff of the proponent organization may join the project but on project deputation / secondment basis and such notifications should be provided in the proposal ▪ The salary for two full time positions are as below: 		

Project Manager: Max. USD 4,000/month
 Project Coordinator: Max. USD 2,500/month
 The salary cost should not exceed 25% of the total proposed budget

- The proponent may engage additional staff (part time basis) for limited number of days and submit time sheets charge under the 7% management fee of the project budget.

2. Consultancy services (Professional):

- Consultants/Experts are identified and charged under the activity budget for specific outputs.
- ToRs of the consultants/experts for the identified activities should be submitted as annexes in the project proposal.
- All expenses related to acquiring the services of a consultant for a specific activity within the project. (i) design of capacity development program, e.g. curriculum development, training packages, and etc.; (ii) delivery of capacity development program; (iii) reporting and information dissemination; (iv) design of technical and policy study/research; (v) delivery of training and workshop; (vi) field survey and data collection; (vii) project documentation; (xiv) and other activities agreed by the Republic of Korea (RoK) through Mekong Institute (MI) to be performed by a. International Expert: An individual subject expert; or one is from an internationally or regionally recognized organization; b. National Expert: An individual subject expert; or one is from nationally recognized organization, Institute/University etc.
- The project staff(s) may not act as the consultant, and the payment for consultant is not allowed for project staff(s) who receive salary from the project.
- The costs include (all for consultant only):
 - Consultant fee/Remuneration
 - Reports, communication materials, and publications
 - Airfare
 - Ground transportation
 - Accommodation
 - Other costs related with the payment process

<p>2.1. International and National Consultant/Remuneration fee</p>	<ul style="list-style-type: none"> - The lump sum payment by assignment is not allowed - Max: US\$ 300/Working Day (the fee may differ depending on the position and ranking of the personnel). 	<ul style="list-style-type: none"> - Procurement Method: Selection of Consultant - Maximum number of working days: 120 days/calendar year or equivalent lump sum amount - Note: Proof of university degree or work experience may be requested
<p>2.2. Reports, communication materials, and publications</p>	<ul style="list-style-type: none"> - Equivalent to 2 working days 	
<p>2.3. Airfare</p>	<ul style="list-style-type: none"> - Economy class - Direct flight - Actual costs 	

2.4. Ground transportation	<ul style="list-style-type: none"> - Base rental price per day subject to the market rate applied in each location in each country 	
2.5. Accommodation	<ul style="list-style-type: none"> - For traveling within the Mekong region and ROK> Max: US\$ 100/night/person 	
<p>3. Direct Supplies and Services:</p> <ul style="list-style-type: none"> ▪ Includes all direct supplies and services costs that are required to carry out the project. ▪ The costs include: <ul style="list-style-type: none"> - Venue for the event (meeting, training, etc.) - Coffee breaks - Lunch - Translation services - Training materials - Design and printing of certificates, photo, videos, etc. - Others relevant and allowable 		
3.1. Meeting/Training Package (consists of venue, coffee breaks, and lunch)	<ul style="list-style-type: none"> - Full day: US\$ 50/Pax - Half-day: US\$ 25/Pax 	
3.2. Translation services	<ul style="list-style-type: none"> - Max: US\$ 15/page (350 words/page) - For Simultaneous Translation Max: US\$ 200/Working Day - Other relevant and allowable 	
3.3. Other expenditures under Category 3	<ul style="list-style-type: none"> - Actual basis applied to each location in each country. 	
<p>4. Travel (for the PIA and/or participants of the event):</p> <ul style="list-style-type: none"> ▪ International travel costs must be related to the project activities and incurred by the PIA and/or participants who work/participate on/for the project. ▪ Participants are required to travel on the most direct and economical flights. Moreover, travel costs budgeted in line with planned activities and specified in the detailed budget. ▪ The costs include (all for the PIA and/or participants of the event only): <ul style="list-style-type: none"> - Airfare (economy class) - Ground transportation - Accommodation - Per Diem - Travel insurance - Other cost related to COVID-19 testing ▪ All flight seating must be economy class. For special cases, seating call can be rearranged if approved by the ROK MOFA beforehand. ▪ Note: Local travel costs should be placed in the 'Other Direct Costs' category. 		

4.1. Airfare	<ul style="list-style-type: none"> - Direct flight - Economy class - Actual costs 	<ul style="list-style-type: none"> - For roundtrip airfare from a Mekong country to the ROK, the Fund will cover up to 1,000 USD for an economy seat. - For roundtrip airfare within the Mekong region, the Fund will cover up to 800 USD.
4.2. Ground transportation	<ul style="list-style-type: none"> - Base rental price per day subject to the market rate applied in each location in each country. 	
4.3. Accommodation		
Accommodation in Mekong countries and ROK	Max: US\$ 100/night/person	
4.4. Per Diem		
Per Diem in Mekong countries and ROK	Max: US\$ 50/day	
4.5. Travel insurance	Actual costs and cover only during the period of travel	
5. Equipment:		
<ul style="list-style-type: none"> ▪ Costs of equipment should not exceed <u>10%</u> of the total project budget. ▪ Equipment that are deemed necessary for the successful implementation of the project will be permitted. ▪ The proponent is required to send a justification letter(s) along with the project proposal explaining why purchase of equipment is necessary for project implementation. ▪ The car or the building construction for project office are not allowed ▪ ROK MOFA may reject the proposed equipment budget either fully or partly 		
6. Other Direct Costs:		
<ul style="list-style-type: none"> ▪ Includes all other project costs that do not fall under the definition of Personnel, Consultancy services, Direct Supplies and Services, Travel and Equipment. Those costs directly related to performance of the activities described in the grant proposal (application). Such costs must be reasonable, competitive and allowable as specified in expenditure categories. 		
B. INDIRECT COSTS: are in support of all project activities of the implementing agency.		
Indirect costs include overhead and administrative costs which are not directly attributable to the proposed grant activity.		
1. Management fee	<ul style="list-style-type: none"> - Max: <u>7%</u> of the total approved budget. The fee is charged based on actual expenditure of direct cost. 	This fee includes project overheads, financial audits, meetings, travel and DSA of project staff and support staffs. Staff support cost are required to produce time sheets.

	- Indirect cost budgeted will be considered on a case-by-case basis	
--	---	--

C. Indicative work plan (Appendix 4)

D. Details of Partnership Arrangement, CV, and TOR (Appendix 5)

5. Procurement

5.1. Principles

Competition	Efficient and Effective Procurement	Impartiality, Transparency, and Accountability	Procurement Ethics	Eligibility
-------------	-------------------------------------	--	--------------------	-------------

- **Competition**
 - Procurement shall be carried out in an open competitive basis to the maximum practical extent. All eligible bidders shall be given equal opportunity to compete in providing goods and/or services to the MKCF recipients.
- **Efficient and Effective Procurement**
 - Procurement shall be conducted in a manner that maximizes the efficient use of the MKCF's resources and ensures that the goods and/or services procured effectively meet the requirements of the MKCF recipients.
- **Impartiality, Transparency, and Accountability**
 - Procurement shall be conducted in an impartial, transparent and accountable manner, and all eligible bidders shall be given the same information. Fairness and transparency in the procurement process require that all suppliers and consultants competing for a specific contract do not derive a competitive advantage from having provided services related to the contract in question. Therefore, the procuring entity/project management unit shall, when practicable, make available to prospective bidders all reasonable and material information that would, in that respect, give a supplier or consultant a competitive advantage.
- **Procurement Ethics**
 - All procurements should not be in violation of the national laws and regulations on procurement⁵, including Conflict of Interest, Code of Conduct for Suppliers. Furthermore, the MKCF considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. The MKCF through MI will take appropriate action to manage such conflicts of interest, or rejects a tender or proposal for award in case it determines that a conflict of interest has flawed the integrity of any procurement process.
- **Eligibility**
 - An eligible supplier or consultant is an organization or an individual that complies with national laws on procurement and is determined by the procuring entity to be a supplier or consultant who is legally and financially capable of providing the goods or services in the country or countries where such goods or services are to be provided.

5.2. Misprocurement

- If procurement is not carried out as agreed or prescribed, the MKCF through MI shall declare misprocurement and cancel that portion of the MKCF allocated to the goods and / or services that have been misprocured.

5.3. Methods of Procurement

- **Open tendering and request for proposals**

⁵ In such a context where the country does not have laws and regulations on procurement, the procurement entity/project management unit must consult the MKCF through MI for guidance.

- The objective of open tendering is to provide all eligible suppliers or consultants with timely and adequate notification of requirements and an equal opportunity to bid for the required goods or services. In turn, this is expected to lead to competitive pricing, product innovation, and performance improvements. The project implementing agency shall open all tenders at the stipulated time and place, and tenders received after the stipulated deadline may be rejected, as stipulated in the procurement document. Open tendering may be conducted by issuing a request for proposals, especially when it needs to consider the financial aspects of proposals separately, and only after completing the examination and evaluation of the technical, quality and performance characteristics of the proposals.
- **Restricted tendering**
Procurement may be undertaken by means of restricted tendering when:
 - The subject matter of the procurement, by reason of its highly complex or specialized nature, is available only from a limited number of suppliers or consultants; or
 - The time and cost required to examine and evaluate a large number of tenders would be disproportionate to the value of the subject matter of the procurement.
- **Request for quotations**
Procurement may be undertaken by means of a request for quotations from approximately three suppliers or consultants, to assure competitive prices, for the procurement of readily available goods or services, or standard specification commodities of small value. Requests for quotations shall indicate the description and quantity of the goods or services, as well as the desired delivery (or completion) time and place. The evaluation of quotation shall follow the basic principles provided in these Procurement Regulations. Quotations may be submitted by letter, facsimile or by electronic means. The terms of the accepted offer shall be incorporated in a purchase order or brief contract.
- **Single-source procurement**
Single-source procurement may be undertaken in the following exceptional circumstances:
 - The subject matter of the procurement is available only from a particular supplier or consultant, or a particular supplier or consultant has exclusive rights in respect of the subject matter of the procurement, such that no reasonable alternative or substitute exists, and the use of any other procurement method would therefore not be possible;
 - In exceptional cases when there is an extremely urgent need for the subject matter of the procurement, such as in response to natural disasters, and engaging in any other method of procurement would be impractical because of the time involved in using those methods;
 - The procuring entity, having procured goods, equipment, technology or services from a supplier or consultant, determines that additional supplies or services must be procured from that supplier or consultant for reasons of standardization or because of the need for compatibility with existing goods, equipment, technology or services, taking into account the effectiveness of the original procurement in meeting the needs of the procuring entity/project management unit, the limited size of the proposed procurement in relation to the original procurement, the reasonableness of the price and the unsuitability of alternatives to the goods or services in question;
 - The procuring entity determines that the use of any other method of procurement is not appropriate for the protection of essential security interests or confidential information; or
 - When the estimated value of the procurement contract is regarded as a low value under the applicable regulation.

6. Financial Management and Disbursement

6.1. Financial Management and Disbursement Arrangements

- Financial management and disbursement arrangements required under this Manual aim to achieve the following objectives:
 - To enhance transparency in financial management and use of funds to ensure that project resources are spent in full compliance with the covenants under the Agreement on Fund Disbursement with efficiency and effectiveness;
 - To provide clarified requirements and procedures for project management and implementation, including Monitoring and Evaluation (M&E) tasks.
- The funds shall be spent for intended purposes as specified in the Agreements on Fund Disbursement. To this end, all selected organizations (fund recipients) must adopt adequate financial management controls:
 - A separate bank account (or subaccount) in United States Dollars (USD) held at financial institutions (commercial banks)⁶ for the purpose of depositing and expending the grant fund disbursed must be established.
 - The account name must be the official name of the PIA and/or title of the project.
 - No other funding shall be deposited into this account, and no expenditures which are not for eligible costs under the approved fund shall be paid from this account.
 - No funds disbursed under the approved fund may be transferred to other bank accounts owned by the recipients that contain funds from any other sources.
- A disbursement schedule is prepared for each fund. This schedule details the content of, and due date for each report the PIA is required to submit under the Agreement on Fund Disbursement. In addition, the schedule specifies the amount of payment and the indicative disbursement date for each scheduled funding. The payments schedule is included in the Agreement on Fund Disbursement.
- The 1st installment (50%) shall be disbursed upon receipt of the approval letter from the ROK and signed Agreement on Fund Disbursement.
- Upon approval of the Mid-term Report (the Progress and Financial Reports) by MI, the 2nd installment (40%) MI will be disbursed to PIA.
- The final installment of 10% will be released on satisfactory completion of all activities of the project with clear exit strategy.
- All funds will be denominated and funded in United States Dollars (US\$).

6.2. Financial Documentation

- Fund receipts and expenditures are requested to be properly accounted and recorded in the financial management systems of a PIA. The following are the key documents that must be maintained and easily accessible for supervision, M&E, and audit purposes:
 - Fund Disbursement Agreements
 - Bank statements showing transactions of fund receipts, exchange rate for converting USD to local currency and payments;
 - Supporting documents, including procurement contract, invoice, receipt, payment voucher, travel documents, training and workshop-related documents, minutes/ToR for consultancy services, and others evidencing that project activities are in progress or fully completed;

⁶ Financial institutions must fully meet the requirements: (i) Be financially sound; (ii) Be audited regularly, and receive satisfactory reports; (iii) Be able to perform a wide ranges of banking services satisfactorily; (iv) Be able to provide detailed bank statements; (v) be part of satisfactory correspondent banking network; and (vi) charge reasonable fees for banking services.

- Financial reports
- Original documents should be maintained by the PIA for at least 5 years

The financial documentation shall be prepared in line with the documents required for the project activities and costs as specified in the following table:

Project Category	Financial Documents	Remarks
A. DIRECT COSTS: are related to project activities		
1. Personnel:		
1.1. Project Manager 1.2. Project Coordinator	<ul style="list-style-type: none"> - Copy of Agreement or Contract or Special Service Agreement (SSA) - Original (or Certified Copy of) Bank Transfer Slip or Receipt signed - Signed TOR - CV 	- Proof of university degree or work experience may be requested
2. Consultancy services (Professional):		
2.1. International and National Consultant/Remuneration fee (Resource Person, Subject expert, Facilitator)	<ul style="list-style-type: none"> - Copy of Agreement or Contract or Special Service Agreement (SSA) - Original (or Certified Copy of) Bank Transfer Slip or Receipt signed by Consultant/Expert - Detailed session summary - Signed TOR - CV - Time sheet 	- Proof of university degree or work experience may be requested
2.2. Reports, communication materials, and publications	<ul style="list-style-type: none"> - Copy of Agreement or Contract or Special Service Agreement (SSA) - Original (or Certified Copy of) Bank Transfer Slip or Receipt signed by Consultant/Expert - Original (or Certified Copy of) Invoice and/or Receipts 	- Proof of university degree or work experience may be requested
2.3. Airfare	<ul style="list-style-type: none"> - Boarding Pass(es) / ticket(s) - Original (or Certified Copy of) Invoice and/or Receipts 	
2.4. Ground transportation	<ul style="list-style-type: none"> - Original (or Certified Copy of) Invoice and/or Receipts 	
2.5. Accommodation	<ul style="list-style-type: none"> - Original (or Certified Copy of) Invoice and/or Receipts 	

3. Direct Supplies and Services:		
3.1. Meeting/Training Package (consists of venue, coffee breaks and lunch)	- Original (or Certified Copy of) Invoice and/or Receipts - Meeting/training minutes or report	
3.2. Translation services	- Copy of Agreement or Contract or Special Service Agreement (SSA) - Original (or Certified Copy of) Bank Transfer Slip or Receipt signed by the translator	
3.3. Other expenditures under Category 3	- Original (or Certified Copy of) Invoice and/or Receipts	
4. Travel (for the PIA and/or participants of the event):		
4.1. Airfare	- Boarding Pass(es) / ticket(s) - Original (or Certified Copy of) Invoice and/or Receipts	
4.2. Ground transportation	- Original (or Certified Copy of) Invoice and/or Receipts	
4.3. Accommodation	- Original Invoice and/or Receipts	
4.4. Per Diem	- Original (or Certified Copy of) Invoice and/or Receipts	
4.5. Travel insurance	- Original (or Certified Copy of) Invoice and/or Receipts	
5. Equipment:	- Original (or Certified Copy of) Invoice and/or Receipts	
6. Other Direct Costs:	- Original (or Certified Copy of) Invoice and/or Receipts	

	- Quotation based on the amount of purchase	
B. INDIRECT COSTS		
1. Management fee	Overheads for the projects including Travel (air, bus, train, car) & hotel accommodation receipts of project staff, time sheet for support staff (e.g. finance, project assistant staff), stationaries, internet, telephone and other utilities.	
* All invoice and/or receipt should be attached on the provided Receipt format (Appendix 7-10).		

6.3. Financial Reports

- The **Mid-term Financial Report** must show the amount budgeted for each line item, the amount expended against each budget line as of the date of the report, including the remaining balance in each line. Totals must be shown for each of the three columns with explanations for material and irregular variances. Also, financial reports must also indicate bank account balance against received and disbursed amounts, which are reconciled with the bank statements issued by designated financial institutions.
- The **Final Financial Report** is the consolidation of the Mid-term Financial Report that must accurately present all financial information on grant fund receipt and use of funds for intended purposes. The structure of the final financial report is the same as the mid-term financial report.
- All supporting documents as indicated above shall be submitted to MI as an integral part of the financial reports and attached by (i) Approved Proposal with approved budget; (ii) Copy of agreed work plan, and (iii) Copy of Disbursement Letter.

7. Result-Based Monitoring Implementation and Performance

7.1. Reporting

- MI has adopted the model of results-based monitoring and evaluation (M&E) system based on a well-constructed results framework. The system will use guidelines for systematic result-based M&E of progress and performance and outcomes, including reporting formats, field visits data collection, case studies for reporting, organized learning, and sharing input to policy dialogue.
- Result-based M&E of Project Implementing Agency will be undertaken on the basis of their periodic progress/performance and financial reporting as well as regular monitoring visits.
- MI will assist the PIA to efficiently implement the awarded funds through establishing a quality assurance system to assure that implementation is moving in the right direction toward achievement and accomplishment of designed objectives and results in a timely manner.
- Project Implementing Agency will be required to submit a Quarterly Monitoring Report, Mid-term Progress Report, and final report. The reports should be against the respective results indicators. Reporting deadlines will be specified in the Agreement on the Fund Disbursement. All reports and related documents must be in English and should document the project activities and generated results and outcomes, lessons learnt and the expenditures up to the date of the report.
- All of the reports must be written in English, typed, single spaced with 12-sized Times New Roman font.

7.2. Mid-term Progress Report

- A Mid-term Progress Report shall contain a description of the work accomplished to date, generated results and outcomes, lessons learnt; problems addressed during project implementation, describe strategies designed to overcome the problems, and a brief outline of the activities planned for the remaining project period.
- Any problems, e.g. concerns and issues, arising out of the project implementation that was not anticipated should immediately be brought to the attention of MI. If action is needed or requested, MI will discuss with PIA to determine what actions may be taken within the reporting/project implementation periods.

7.3. Final Report

- The Final Report should cover all of the above for the period covered by the report in which the funded activities were carried out, information with which to evaluate the project achievements and impact, a statement of all the eligible costs, and a full summary statement of the fund's receipts and expenditures and payments received.
- The Final Report should include evidence that the full scope of work set in the indicative work plan has been successfully conducted, including, among other items, (i) a technical narrative summarizing the project's outcomes against the results framework, (ii) practical recommendations resulting from the accomplished work, and (iii) an account of outreach and dissemination activities undertaken. Also, the PIA should submit any training or meeting materials that were circulated to the participants.

7.4. Monitoring Visits

- MI will assign focal person(s) to oversight, follow-up with PIA, and visit the PIA during the project implementation. The purpose of these monitoring visits is to discuss the progress based on the information the PIA has provided in the proposal and the indicative work plan. These monitoring visits also provide an opportunity for providing technical assistance, coaching and mentoring the PIA. The visits serve an integral part of the capacity development approach.

- Monitoring visits will allow MI to monitor physical/technical progress, and the administrative, financial and internal control systems of the grantees, and assess the results of technical assistance or capacity development provided to the PIA.
- MI will conduct site visits to the PIA office to help and support the compliance in accounting, financial, procurement, and controls requirements in line with the Generally Accepted Accounting Principles (GAAP) and International Audit Standards (IAS). This will ensure the effective and efficient use of the fund and proper management of resources while providing technical assistance and capacity development support as needed.

8. Internal and External Audits

- All expenditures will be externally audited by an independent and reliable audit firm, if required. The external financial audit of each grant fund is an integral part of the consolidated audited financial statements of MI.
- An external audit shall review not only the expenditures of the PIA during the project period and audit the schedule of receipts and expenditures of the grant funds, but will also check the existence, adequacy, and effectiveness of internal control system. Receipts for expenditures of grant funds in the audit report should be reconciled with the amounts reported by the PIA. If inconsistencies are found, payments to the PIA may be suspended while MI conducts investigation.
- The audit report on the project financial statements must be supported by a Management Letter. Schedule of required report and external audit report is described in the following table.

REPORT	SUBMISSION
Mid-term report (Progress and financial reports)	As indicated in the Agreement on Fund Disbursement
Final report (Completion and financial reports)	No later than sixty (60) calendar days after the completion of project
Annual External Audit Report with a Management Letter	To be notified by MI
Final External Financial Audit Report with a Management Letter	To be notified by MI

- The reporting requirements can be summarized in the following chronological order by (i) Mid-term Progress Report, (ii) Final Report. The PIA shall maintain books, records, documents, and other evidence relating to the Fund in accordance with International Accounting Standards, International Reporting Standards and International Standards on Auditing. The PIA shall assume full responsibility for effective and proper administration of funds. The PIA's original accounting, financial and procurement records, as well as all fund documents (including narrative reports, Agreement on Fund Disbursement, and amendments) shall be made available to MI, external auditors, and the ROK.

Appendix 1: Expressions of Interest (Eol) Template

A. Cover page (1 page)



Mekong-ROK Cooperation Fund (MKCF) Expressions of Interest (Eol)

1.1. Name and Address of Organization	
1.2. Contact Person	
- Name	
- Telephone	
- Fax	
- email	
1.3. Title of Proposed Project / Priority Sector	
1.4. Country(s) / Region	
1.5. Total Project Cost	
1.6. Duration of Project	
1.7.	
- Signature of the proponent	
- Name	
- Title	
1.8. General Description of Organization	
(Briefly describe the legal status, vision, mission, programmes, and relevant experiences to proposed project with the maximum length of 300 words)	

B. Technical (6 pages maximum)

1.1. Introduction (300 words)	<p><i>Provide a brief background on the identified development issues in the Mekong region AND how the identified issue(s) s.</i></p> <p><i>Indicate the nature of the issue including its importance in the Mekong sub regional cooperation context, how it will be achieved and description of the target population, stakeholders and its regional implication.</i></p>
1.2. Objective (200 words)	<p><i>State the short and long-term objectives of the project and how objectives relate to specific challenges or opportunities in the specific sector⁷ in the Mekong region⁸.</i></p> <p><i>Also explain how the project promotes cooperation between the Mekong countries and the ROK and contributes to the sustainable development of the Mekong region.</i></p>
1.3. Description of Specific Activities (500 words)	<ol style="list-style-type: none"><i>1) description of the identified issues in the context of Mekong region.</i><i>2) how the regional challenges or opportunity will be addressed in the project</i><i>3) method(s) of approach to be applied</i><i>4) brief description of the activities to achieve the stated objective(s)</i><i>5) potential partners in the Mekong region and role of the partners in the project.</i>
1.4. Anticipated Results (200 words)	<p><i>Describe briefly the expected outputs, outcomes and impact of the project.</i></p>
1.5. Monitoring Framework (200 words)	<p><i>Provide indicative measures to monitor and evaluate the results of the project and how the results will benefit and shared in the Mekong region.</i></p>
1.6 Team Members	<p><i>Please provide brief professional biography of the Full Time Project Team members⁹.</i></p> <ol style="list-style-type: none"><i>1. Project Manager</i><i>2. Project Coordinator</i> <p><i>Provide updated CVs (max 5 pages) of the two full-time project staff as per the sample format in annexure. It is encouraged that at least one member of the project team is from any of the other Mekong countries or RoK.</i></p>

⁷ The Fund provides grants to support catalytic and innovative activities in the seven priority sectors: (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges

⁸ Mekong region (Cambodia, Laos, Myanmar, Vietnam and Thailand)

C. Financial (3 pages maximum)

1.1. Financial Statement	<i>Provide a brief statement as to why the proposed activities are feasible both technically and financially.</i>
1.2. Estimated Cost	<i>Provide an estimated budget (total cost), year wise (for multi-year project) and cost share. Provide details of any contribution including from third parties (USD):</i>

The cost proposed including:

A. Direct Cost

1. Personnel (maximum of two-full time project personnel are allowed and salary cost should not exceed 25% of the total cost), CVs and ToRs are required to be submitted along with the concept paper. It is encouraged that at least one member of the project team is from any of the other Mekong countries or RoK
2. Consultancy services (Professional) ToRs of the services need to be provided indicating number of days.
3. Direct supplies and services
4. Travel
5. Other direct cost

B. Indirect Cost


1. Management fee (Max. 7% of the project budget) includes project overheads, financial audits, meetings, travel and DSA of project staff and support staffs. Staff support cost are required to produce time sheets. The fee is paid based on the actual expenditure of direct cost.

D. Attachments

Any additional documents that provide information on Partnership arrangements (pre-bidding agreement, MoU, consent letter, etc.) with organizations in the Mekong countries, International organizations, etc., past experience in implementing development projects, institutional capabilities and CV and TOR of the core project team.

Appendix 2: Full Project Proposal Template

(1) Summary page

	
Project Classification (check all that applies)	
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges	
Project Title	
-	
Brief Description of the Project	
-	
Country / Region	
-	
Budget	
Total budget (USD): Total budget requested from MKCF (USD): Total contribution if any including from third parties (USD):	
Proponent	
Name	
Address	
Date of Submission	dd/mm/yyyy

(2) Full Proposal Format



Mekong-ROK Cooperation Fund (MKCF) Project Proposal

Project Information		
1.1. Project Title		
1.2. Country (s) / Region		
1.3. Date of Submission		
1.4. Proponent Contact Details		
Contact person, position	-	
Organization	-	
Email address	-	
Telephone number	-	
Mailing address	-	
1.5. Project Area (check all that applies)		
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges		
Project Milestone		
Estimated implementation start date	<u>dd/mm/yyyy</u>	
Estimated implementation end date	<u>dd/mm/yyyy</u>	
Project duration	_____ year(s) _____ month(s)	
Description of Financial Elements		
Project cost (USD)	Contribution (USD) if any	Total Project Cost (USD)
General description of organization (with the maximum length of 250 words)		
<i>Briefly describe the legal status, vision, mission, programs, and relevant experiences to proposed project</i>		
Project background and justification (with the maximum length of 300 words)		
<i>Briefly describe the reasons behind selection of project idea and how is it relevant to the identified priority sector (s) of MKCF and its significance in enhancing regional cooperation among the Mekong countries and RoK</i>		

Problems (to be addressed) (with the maximum length of 300 words)
Briefly describe the problem (s) and how the project intends to address the problem (s).
Project Objective (with the maximum length of 300 words)
Briefly describe the Overall objective, Specific objectives, and outputs the project intended to reach in contribution to (1) national (2) regional priorities and (3) consistency to the MKCF Priorities?
Project Description (with the maximum length of 300 words)
Describe the main activities (Refer to (3) Indicative Work Plan Provide information on how the activities are linked to objectives that the project intends to achieve
Regional nature of the project (with the maximum length of 300 words)
Describe how the problem or issue affects more than one Mekong country and requires regional actions and how it will be addressed in the project ¹⁰ .
Target beneficiaries and Project Coverage (with the maximum length of 300 words)
Briefly describe whom the proposed project will directly and indirectly benefit. Geographical coverage of the project.
Value Added for the MKCF Involvement/ Potential (with the maximum length of 200 words)
Please specify why the MKCF involvement is critical for the project and the potential of the project to contribute to the achievement of the Fund's objectives
Project Sustainability (with the maximum length of 200 words)
Explain how the project sustainability will be ensured in the long run, after the project is implemented with support from the MKCF
Management Arrangements (with the maximum length of 300 words)
Describe the project management structure of the project, coordination mechanism with the Mekong country partners, relevant stakeholders, MKCF secretariat and MoFA. Describe briefly the human resource inputs i.e. full-time project staff, part time staff, Experts and consultant's bio and roles and responsibilities (refer to ToR and CV format at appendix 5 and 6)

¹⁰ MKCF being a regional cooperation mechanism, the project focus on regional issue is an important requirement for MKCF funding.

Outcomes, Outputs, Activities and Inputs at Project level					
Expected Result	Indicator	Means of Verification	Target		Remarks
			Mid-term	Final	
Project outcomes					
1.					
2.					
3.					
...					
Project outputs (that contribute to outcomes)					
1.					
2.					
3.					
...					
Activities	Description				
1.1.					
1.2.					
2.1.					
2.2.					
...					

Monitoring and Evaluation (M&E) Framework

HIERARCHY OF RESULTS	RESULT STATEMENT(S)	OBJECTIVELY VERIFIABLE INDICATORS (OVIs)	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE / MEANS OF VERIFICATION How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Impacts									
Outcomes									
Outputs									

Appendix 3: [proposal package] Indicative budget

The budget should be presented in this section and provided in a separate Excel file

Appendix 4: [proposal package] Indicative Work Plan

TASK	MONTH																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Output 1. (Result Statement)	<i>- TOTAL BUDGET AS ACCUMULATION OF ACTIVITY BUDGETS</i>																							
Activity 1.1. xxxx	<i>- Budget: xxx USD</i>																							
Activity 1.2. xxxx	<i>- Budget: xxx USD</i>																							
Activity 1.3. xxxx	<i>- Budget: xxx USD</i>																							

Appendix 5: TOR

TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL

No.	Name	Organization	Position	e-mail / phone	Remarks
1	Dr./Mr./Ms.				e.g. TOR No. 1
2					
3					
4					

TERMS OF REFERENCE OF FULL TIME PROJECT STAFF

TOR No. xx	
Position	Project Manager
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

TOR No. xx	
Position	Project Coordinator
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

TERMS OF REFERENCE OF CONSULTANTS/EXPERTS

TOR No. xx	
Position	
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

Appendix 6: CV

CVs of Proposed Project Team

- 1. Name:**
- 2. Proponent Organization:**
- 3. Proposed Position:**
- 4. Date of Birth: Citizenship:**
- 5. Complete personal contact details:**
 Address:
 Mobile:
 Email:
- 6. Education:**
 -
- 7. Membership in Professional Associations:**
 -
- 8. Other Trainings:**
 -
- 9. Countries of Work Experience:** [in the last 10 years]
- 10. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor]

Language	Speaking	Reading	Writing
----------	----------	---------	---------

-

11. Employment Record:

Date from -to	Location	Employer organizations and reference persons	Position	Work Undertaken that Best illustrates Capability to Handle the project
Month /year To date	City /country	Name and position of reference person + email + telephone	Title of position held	Project Title / budget / donor / achievement - include also main project features, activities performed, project coordination activities, etc.
Month /year - Month /Year	City /country	Name and position of reference person + email + telephone	Title of position held	Project Title / budget / donor / achievement - include also main project features, activities performed, project coordination activities, etc.

12. Other relevant information (e.g., Publications)

Certification:

I, the undersigned, certify to the best of my knowledge and belief:

	Yes	No
i) This CV correctly describes my qualifications and my experience	<input type="checkbox"/>	<input type="checkbox"/>
ii) I am employed by the proponent organization	<input type="checkbox"/>	<input type="checkbox"/>
iii) I was part of the team who wrote the Expression of Interest (EOI) for this proposed project	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.

I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action.

Name:

Date:

Signature:

Appendix 7: Agreement on Fund Disbursement (to be signed)



Mekong – ROK Cooperation Fund (MKCF)

Agreement on Fund Disbursement

Project Implementing Agency (xxx) will be responsible for implementing the project titled xxx supported by the MKCF as follows:

Project Title			
Project Implementing Agency	Name of the agency	Head of the Organization¹¹	full name title email address phone number
Project commencement date	Insert the date for the first activity in the indicative work plan of the approved proposal	Project implemented date	Insert the date for the final activity in the indicative work plan of the approved proposal
Mid-term Progress Report Submission date	DD/MM/YY	Final report Submission date	DD/MM/YY

The total budget approved and endorsed for this project is xxx USD. *(insert name of the PIA)* agrees that MI disburses the 1st, 2nd and final installments to the bank account given as below, and in case of failure to provide the required financial documents, *(insert name of the PIA)* is obligated to return the respective amount to MI's MKCF account. Moreover, the remaining balance allocated for one budget item cannot be used for other disbursements and should be returned back to the MKCF account as well.

Payment	Amount (USD)	% of the total budget	Remarks
1st installment		50%	Once signed 'Agreement of fund disbursement' is received by MI
2nd installment		40%	Once the mid-term report is received and confirmed by MI
3rd installment		10%	Upon satisfactory completion of all activities of the project with clear exit strategy
Total		100%	

¹¹ Responsible for drawing of disbursement of funds e.g Executive Director, Director General, CEO etc

Name of the Bank	
Address of the Bank	
Swift Code	
Recipient's account name	<i>The account should not be a personal one.</i>
Recipient's account number	
Recipient's address	

Director General/Executive
Director/CEO

Executive Director
Mekong Institute

Department
*Name of Project Implementing
Agency*

Signature_____

Signature_____

Date_____

Date_____

Director/Manager,
Department/Division
*Name of Project Implementing
Agency*

Coordinator MKCF
Mekong Institute

Signature_____

Signature_____

Date_____

Date_____

Appendix 8: [Receipt format] (1) Purchase Receipt

Purchase Receipt (Ref. number: _____)				
Project Title / Country :				
Project Manager :				
Project Duration :				
No.	Item (eg. Flight ticket / Computer)	Description (eg. Purpose)	Amount	Date
Purchased as above.				
Project Manager name:				
Project Manager signature:				
Date:				
Receipt				
<p>Please attach the original receipt here. In case of purchasing a flight ticket, the boarding pass should be provided here also. You can use a separate A4 paper if needed.</p>				

Appendix 9: [Receipt format] (2) Outward Remittance Receipt

Outward Remittance Receipt (Ref. number: _____)
Project Title / Country :
Project Manager:
Project Duration :
Bank name of the recipient : Account number of the recipient: Currency : Amount :
Receipt
Please attach the original bank slip here. You can use a separate A4 paper if needed.

Appendix 10: [Receipt format] (3) Cash Payment Receipt


Cash Payment Receipt (Ref. number: _____)
Project Title / Country :
Project Manager :
Project Duration :
Name of the recipient: Affiliation of the recipient: Position of the recipient: Nationality: Passport Number: Total amount paid (e.g. honorarium): I hereby verify that I received the amount specified above for _____. Recipient's name: Recipient's signature: Date:

Appendix 11: Workshop / Meeting Minutes

Workshop / Meeting Minutes (Ref. number: _____)							
Project Title / Country:							
Project Manager:							
Project Duration:							
Date	dd time	/	mm	/	yy	Venue	
Title of the workshop / meeting	(e.g. Logistics Management and Supply Chain)						
Subjects							
Discussions							
Remarks							
Participant	Name	Affiliation	e-mail/ contact number	Signature			

Appendix 12: Mid-term Progress Report


(1) Progress Report

 <p>Mekong – ROK Cooperation Fund (MKCF) Mid-term Progress Report</p>	
A. Brief Project Information	
1.1. Project title	
1.2. Country (s) / region	
1.3. Project area	
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges	
1.4. Implementation start/end date	
Implementation start date	<u>dd/mm/yyyy</u>
Implementation end date	<u>dd/mm/yyyy</u>
Project lifespan	_____ years _____ months
B. Prepared by	
Name:	-
Title:	-
Department:	-
Name of the Implementing Agency:	-
Signature:	-
Date:	-
C. Update on progressive implementation of the project	
<i>Provide information on the current status and progress made under the grant in terms of the achievements/milestones reached to-date as compared to the work plan</i>	

Xxx
D. Problems Encountered/Deviations
<i>Address problems encountered in the course of the project and suggest reasons, if any and solutions</i>
xxx
E. Work plan for the remaining activities
Use the format in Appendix 4

(2) Mid-term Financial report


- excel file will be provided.

					
Mid-term Financial Report					
Implementing Agency					
Project Title					
Grant Start Date	dd/mm/yy				
Grant End Date	dd/mm/yy				
Grant Amount (USD)					
Budget and Report Summary					
1st installment received on					
Total expenditure as of					
dd/mm/yy					
Balance as of dd/mm/yy					
Reporting Period					
dd/mm/yy - dd/mm/yy					
Budget line ¹²	Description	Ref. number	Approved budget (x) USD	Actual expenditure (y) USD	Balance (x-y) USD
Category 1 (e.g. Personnel)					0
1.1. xxx					0
...					0
Category 2 (e.g. Consultancy services)					0
2.1. xxx					0
...					0
Total (USD)			0	0	0

¹² Use this column to list project expenses by category and subcategory. When reporting, all categories and subcategories should correspond exactly to those contained in the proposal budget.

Appendix 13: Final report

(1) Final report


 <p>Mekong – ROK Cooperation Fund (MKCF) Final Report</p>	
A. Brief Project Information	
1.1. Project title	
1.2. Country (ies) / region	
1.3. Project area	
<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges	
1.4. Implementation start/end date	
Implementation start date	<u>dd/mm/yyyy</u>
Implementation end date	<u>dd/mm/yyyy</u>
Project lifespan	_____ years _____ months
1.5. Approved project budget (USD)	
1.6. Date of 1 st and 2 nd installments	
1 st installment	
2 nd installment	
B. Prepared by	
Name:	-
Title:	-
Department:	-
Name of the Implementing Agency:	-
Signature:	-

Date:			
C. Project outputs			
<p>- Briefly describe the project objective(s) and tangible outputs that were achieved.</p> <p>- Attach the output document(s) like Program Agenda, Workshop / Meeting Minutes, Questionnaires, List of Participants, Photos etc.</p> <p>- Attach any other assessment report drafted for the project</p> <p>xxx</p>			
	Indicator	Achieved	Remarks
Project output 1.		o/x	
Project output 2.			
...			
D. Project outcomes			
<p>- Briefly describe the project outcomes that were achieved.</p>			
	Indicator	Achieved	Remarks
Project outcome 1.		o/x	
Project outcome 2.			
...			
E. Contribution towards developing the Mekong Countries and deepening the Mekong-ROK cooperation			
xxx			
F. Overall Project Assessment			
<p>- Outline two or three key findings or lessons learned arising from the implementation of the project.</p> <p>- If applicable, provide explanation for any adjustments made for project implementation</p> <p>- Provide guidance to the design and implementation of future or related projects.</p> <p>xxx</p>			
G. Financial Analysis			
xxx			
H. Project Completion Check List			
xxx			
I. By Mekong Institute			
xxx			

Name xxx
Title xxx TIF Mekong Institute
Signature
Date

(2) Financial report

- excel file will be provided.

					
Final Financial Report					
Implementing Agency Project Title Grant Start Date Grant End Date Grant Amount (USD)		dd/mm/yy dd/mm/yy			
Budget and Report Summary					
2nd installment received on Total expenditure as of dd/mm/yy Balance as of dd/mm/yy					
Reporting Period					
dd/mm/yy - dd/mm/yy					
Budget line ¹³	Description	Ref. number	Approved budget (x) USD	Actual expenditure (y) USD	Balance (x-y) USD
Category 1 (e.g. Personnel)					0
1.1. xxx					0
...					0
Category 2 (e.g. Consultancy services)					0
2.1. xxx					0
...					0
Total (USD)			0	0	0

¹³ Use this column to list project expenses by category and subcategory. When reporting, all categories and subcategories should correspond exactly to those contained in the proposal budget.

Appendix 14: Quarterly Monitoring Form

Quarterly Monitoring Form																	
Project title																	
Project Objective																	
Implementing Agency / Country																	
Funded by	Mekong-Republic of Korea Cooperation Fund (MKCF)																
Project commencement date						Project completion date											
Mid-term report submission date						Final report submission date											
Approved Budget (US\$)						1st install. (50%) transferred on											
Reporting Period																	
Outputs/Activities	Plan: Year 1												Progress	Remarks	Fund Utilization		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Status	Short Description	Approved Amount	Actual Expenditure	
Output 1. xxxx																	
Activity 1.1. xxxx																	
Activity 1.2. xxxx																	
Activity 1.3. xxxx																	
Activity 1.4. xxxx																	
Activity 1.5. xxxx																	
Output 2. xxxx																	
Activity 2.1. xxxx																	
Activity 2.2. xxxx																	

Progress status: *Output (Achieved, Partially Achieved, Not Achieved). Activity (Completed, Delayed, Ongoing, Postponed, Canceled)*