



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR : **All Undersecretaries** **JUL 29 2022**
All Assistant Secretaries
All Service Directors
All Heads of Offices, Central Office
All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **REQUEST FOR SHORT-TERM TRAINING PROPOSALS FOR THE
KOREAN INTERNATIONAL COOPERATION AGENCY CAPACITY
IMPROVEMENT PROGRAM**

This pertains to the attached letter of the Technical Education and Skills Development Authority (TESDA) inviting interested parties to submit Training Proposals for the 2024 Korean International Cooperation Agency (KOICA) short-term Training Program.

KOICA's short-term training program is part of the Capacity Improvement Program (CIAT), wherein Philippine government agencies are invited to participate in training programs conducted either face-to-face in Korea or online, depending on the pandemic and other situations which may restrict international travel.


There are four (4) priority areas which can be chosen by interested parties for the training proposals: a) Area and Community Development (Agriculture, Fisheries, etc); b) Water Management, Health, and Hygiene; c) Transportation; and d) Disaster Risk Reduction.

KOICA Philippines will endorse four (4) qualified proposals from Philippine government agencies, with each proposal consisting of two separate documents: a) Overview; and b) Program Concept Paper.

All training proposals shall be submitted to the Human Resource Development Service through the Training and Development Division for screening not later than **08 August 2022**. These will be forwarded to TESDA on or before the deadline of **15 August 2022**.

Attached are the letter from TESDA, the Overview form, Program Concept Paper form, and notice of extension of deadline for reference.

For your information.


MIRIAM M. MARCELO



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001: 2015 Certified



17 June 2022

ACTING SECRETARY JIM O. SAMPULNA

Department of Environment & Natural Resources
DENR Building
Visayas Avenue
Diliman, Quezon City

Dear **Acting Secretary Sampulna:**

Greetings from the Technical Education and Skills Development Authority (TESDA)!

We are pleased to inform you that the Korean International Cooperation Agency (KOICA) is currently accepting submissions of Training Proposals for the year 2024 KOICA short-term Training Program. This is in line to their mandate to provide better service to their partnered agencies with the trainings needs.

KOICA's short-term training program is part of Capacity Improvement Program (CIAT) wherein the Philippine government agencies are invited to Korea for a capacity building training. The short-term trainings may be conducted in either Korea or online, depending on the pandemic and other situations that may restrict international travel.

KOICA's Country Program has four (4) priority areas to which your agency may be able to choose for the training proposals: (a) Area and Community Development (Agriculture, Fisheries, etc.); (b) Water Management, Health, and Hygiene; (c) Transportation; and (d) Disaster Risk Reduction.

This year, KOICA Philippines will endorse four (4) qualified proposals from Philippine government agencies. Each proposal should consist of two separate documents: (a) Overview; and (b) Program Concept Paper (PCP).

In this regard, we have hereto attached a template together with a sample of the Program Concept Paper (PCP) required by KOICA. All proposals must be submitted to FSTP TESDA-Central Office or via email at fstp.unit@tesda.gov.ph on or before July 8, 2022 until 12:00NN only. In case of non-interest, all offices must still submit a memorandum that they will not send any proposal via email indicated above.

We look forward to your favorable response. Your time and consideration are highly appreciated.

Thank you and best regards.

Very truly yours,

SEC. ISIDRO S LAPEÑA, PhD., CSEE
Director General



HRDS Training and Development Division <hrds-tdd@denr.gov.ph>

Extended Date of Submission for KOICA Short-term Training Proposals

1 message

FSTP UNIT <fstp.unit@tesda.gov.ph>
Bcc: hrds-tdd@denr.gov.ph

Mon, Jul 18, 2022 at 9:39 AM

Dear Ma'am/Sir:

Good day!

Please be informed that the KOICA Philippines has extended its submission for KOICA CIAT Training Proposals. To those who have not submitted their training proposals, you may submit them through this email or send us a hard copy of the PCP and Program Overview together with a formal letter endorsing your training proposals. The new deadline for submission will be on August 15, 2022.

Thank you!

Best regards,

--

Berlene Jane Solidor
Administrative Officer II
Technical Education and Skills Development Authority
TESDA Development Institute
(02) 8181314

PROGRAM OVERVIEW for Country Program

Title	Capacity Building for (Target Group) on (Subject) in Country (Duration) Or Capacity Building for (Subject) in Country (Duration)			
Target Country	<input type="checkbox"/> Country-specific Program <input type="checkbox"/> Triangular Program			
	Country: Name of Country			
Duration	2024-20XX (0 years)			
Budget	US\$ 150,000 yearly (Tentative, Subject to Change)			
Field/Sector	Priority	2nd	Cross-cutting	Policy Marker
	Please select from the dropdown list	Please select from the dropdown list	Please select from the dropdown list	Please select from the dropdown list
Proposed by	<input type="checkbox"/> Partner Country <input type="checkbox"/> Government of Republic of Korea <input type="checkbox"/> Donor Agency <input type="checkbox"/> International Organization			
Proposer Org. Information	Full Name of the Organization (in Country)			
Objectives	▪ ▪			
Outcome	▪ ▪			
Output	▪ Participants who increased their capacity and knowledge on (subject) ▪ Curriculum for (subject) ▪ Action Plan for (subject)			
Course Description	Yr.	Length	Plan (Input)	Method
	1	00 Days	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review	<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	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review	<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	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review	<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)
Target Group(s)	Yr.	No. of Participants	Target Ministry/Org.	Target Position
	1			<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.)

Commented [k1]: In case of Triangular Cooperation, please suggest pivotal country and tentative beneficiary country.

Commented [k2]: The size of budget is determined upon implementation. The expenses are borne by KOICA and directly transferred to the training organization based on the mutual agreement.

Commented [k3]: Human Security includes but not limited to overall health security, pandemic response, food security, and peace etc.

Commented [k4]: Please check the applicable one.

Commented [k6]: Multiple choice is allowed.

Commented [k5]: It is recommended to invite 15-20 people per year for the sake of effective and efficient management of the course. However, the number of participants can be adjusted with reasonable grounds. Should you suggest higher number of participants than 20, please specify the reason in section 4. Stakeholder analysis below

	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.)
Undertakings	Target Country		
	<ul style="list-style-type: none"> ▪ Recommend eligible participants for the program ▪ Allow participants to fully take part in the program ▪ Utilize output of the program including Action Plan ▪ Disseminate training outcomes 		
	KOICA		
	<ul style="list-style-type: none"> ▪ Recruit training organization with expertise and experience ▪ Provide training program in cooperation with training organization by supporting budget and other necessary resources. 		
Follow-up Plan/ Exit Strategy	<ul style="list-style-type: none"> ▪ Support participants to join KOICA CIAT alumni network ▪ Support alumni members to disseminate the achievement and knowledge ▪ Provide adequate support to carry out Action Plan 		
Policy and Strategy	International		
	<ul style="list-style-type: none"> ▪ SDG X.X.X ▪ SDG X.X.X ▪ Other relevant international policy/strategy 		
	National (Target Country)		
	<ul style="list-style-type: none"> ▪ National XXX Plan (20XX-20XX) ▪ National XXX Strategy (20XX-20XX) 		
	Republic of Korea (KOICA)		
	<ul style="list-style-type: none"> ▪ Country Partnership Strategy XXX Sector - (Specific Strategic Sector) ▪ KOICA Country Program - (Specific Program) 		
Other Relevant Project/ Program	<ul style="list-style-type: none"> ▪ KOICA XXX Project (20XX-20XX) - (How to link) ▪ KOICA WFK Volunteer/Advisor to ORG. (20XX-20XX) - (How to link) ▪ Korea Eximbank XXX Project (20XX-20XX) - (How to link) ▪ United Nations XXX Project (20XX-20XX) - (How to link) 		

Commented [k7]: SDG Information is a requirement.

Communication History	<ul style="list-style-type: none"> ▪ Discussion between KOICA office in XX and Secretary State of XX(Partner Country) ▪ Date of Discussion MM / DD / 2022 ▪ Major Agreement Finalize PCP draft by joint review 				
M&E Plan & Indicator	<ul style="list-style-type: none"> ▪ Survey will be conducted by KOICA HQs every year after the training program: <ol style="list-style-type: none"> 1) Level of Satisfaction 2) Level of Achievement 3) Level of Action Plan Influence ▪ The result of the survey will be reflected to the Program in subsequent year or follow-up program 				
	<i>Indicators</i>				
	<i>Level of Satisfaction</i>	2024	2025	2026	
	<i>Level of Achievement</i>	90.00	90.03	90.08	
<i>Level of Action Plan Influence</i>	94.50	94.40	94.27		
Contact Information	Partner Country	Name			<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Organization / Department			
		Position			
		Contact			
		Phone			
		E-mail			
	KOICA (Embassy)	Name			<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Position			
		Contact			
		Phone			
		E-mail			
	Other stakeholders	Name			<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Organization / Department			
		Position			
		Contact			
Phone					
E-mail					

Commented [k8]: if applicable-Beneficiary Agency, KOICA, Embassy etc.

KOICA

CIAT Capacity Improvement and
Advancement for Tomorrow

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					
Title	Capacity Building for (Target Group) on (Subject) in Country (Duration) Or Capacity Building for (Subject) in Country (Duration)				
Target Country	<input type="checkbox"/> Country-specific Program <input type="checkbox"/> Triangular Cooperation Country: Name of Country				
Duration	2024-20XX (0 years)				
Budget	US\$ 150,000 yearly (Tentative, Subject to Change)				
Field/Sector	Priority	2nd	Cross-cutting	Policy Marker	
	Please select from the dropdown list	Please select from the dropdown list	Please select from the dropdown list	Please select from the dropdown list	
Proposed by	<input type="checkbox"/> Partner Country <input type="checkbox"/> Government of Republic of Korea <input type="checkbox"/> Donor Agency <input type="checkbox"/> International Organization				
Proposer Org. Information	Full Name of the Organization (in Country)				
Objectives	▪				
Outcome	▪				
Output	▪ Participants who increased their capacity and knowledge on (subject) ▪ Curriculum for (subject) ▪ Action Plan for (subject)				
Course Description	Yr.	Length	Plan (Input)		Method
	1	00 Days	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review		<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	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review		<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	▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review		<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)
Target Group(s)	Yr.	No. of Participants	Target Ministry/Org.		Target Position
	1				<input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level

Commented [k1]: In case of Triangular Cooperation, please suggest pivotal country and tentative beneficiary country.

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Commented [k6]: Multiple choice is allowed.

Commented [k5]: It is recommended to invite 15-20 people per year for the sake of effective and efficient management of the course. However, the number of participants can be adjusted with reasonable grounds. Should you suggest higher number of participants than 20, please specify the reason in section 4. Stakeholder analysis below

			<input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) <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.)
	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.)
Undertakings	Target Country		
	<ul style="list-style-type: none"> ▪ Recommend eligible participants for the program ▪ Allow participants to fully take part in the program ▪ Utilize output of the program including Action Plan ▪ Disseminate training outcomes 		
Follow-up Plan/ Exit Strategy	KOICA		
	<ul style="list-style-type: none"> ▪ Recruit training organization with expertise and experience ▪ Provide training program in cooperation with training organization by supporting budget and other necessary resources. 		
Policy and Strategy	<ul style="list-style-type: none"> ▪ Support participants to join KOICA CIAT alumni network ▪ Support alumni members to disseminate the achievement and knowledge ▪ Provide adequate support to carry out Action Plan 		
	<ul style="list-style-type: none"> ▪ SDG X.X.X ▪ SDG X.X.X ▪ Other relevant international policy/strategy 		
Other Relevant Project/ Program	National (Target Country)		
	<ul style="list-style-type: none"> ▪ National XXX Plan (20XX-20XX) ▪ National XXX Strategy (20XX-20XX) 		
Other Relevant Project/ Program	Republic of Korea (KOICA)		
	<ul style="list-style-type: none"> ▪ Country Partnership Strategy XXX Sector - (Specific Strategic Sector) ▪ KOICA Country Program - (Specific Program) 		
Other Relevant Project/ Program	<ul style="list-style-type: none"> ▪ KOICA XXX Project (20XX-20XX) - (How to link) ▪ KOICA WFK Volunteer/Advisor to ORG. (20XX-20XX) - (How to link) ▪ Korea Eximbank XXX Project (20XX-20XX) - (How to link) ▪ United Nations XXX Project (20XX-20XX) 		

Commented [k7]: Information on SDGs is a requirement.

	- (How to link)			
Communication History	<ul style="list-style-type: none"> ▪ Discussion between KOICA office in XX and Secretary State of XX(Partner Country) ▪ Date of Discussion MM / DD / 2022 ▪ Major Agreement Finalize PCP draft by joint review 			
M&E Plan & Indicator	<ul style="list-style-type: none"> ▪ Survey will be conducted by KOICA HQs every year after the training program: <ol style="list-style-type: none"> 1) Level of Satisfaction 2) Level of Achievement 3) Level of Action Plan Influence ▪ The result of the survey will be reflected to the Program in subsequent year or follow-up program 			
	<i>Indicators</i>	2024	2025	2026
	<i>Level of Satisfaction</i>	90.00	90.03	90.08
<i>Level of Achievement</i>	94.50	94.40	94.27	
<i>Level of Action Plan Influence</i>	84.70	84.87	85.09	
Contact Information	Partner Country	Name		<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Organization / Department		
		Position		
		Contact		
		Phone		
		E-mail		
	KOICA office (Embassy)	Name		<input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator
		Position		
		Contact		
		Phone		
		E-mail		
		Other stakeholders (if applicable)	Name	
	Organization / Department			
	Position			
	Contact			
	Phone			
	E-mail			

SECTION 2. PROGRAM RATIONALE

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Commented [k8]: ✓ Please provide a brief introduction to the current social and economic situation related to the Program.
✓ Please describe the gap/problem or critical issue which the program seeks to resolve, how the problem was identified, and how the program will be able to address the problem.
✓ If relevant, analysis on gender equality needs to be described

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International

Commented [k9]: ✓ Please describe how the Program relates to the International / National (Partner Country) / Korean Strategies and Policies.

National

Republic of Korea (KOICA)

Other Relevant Program Information in Recent 5 years

Commented [k10]: ✓ KOICA, Ministry, UN or other Donor Agencies programs

SECTION 3. PROGRAM DESCRIPTION

Expected Result

Objective

Outcome

Output

Training Plan (Inputs)

Module, Course Brief and Activity Plan

1 st 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 nd 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 rd 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)

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

Commented [k11]: In principle, a participant can join only one course throughout the program period in order to provide the opportunity to as many people as possible. However, with a reasonable explanation such as the program designed for intensive courses, key persons who participated in the previous course(s) can be included in the range of 30% of all participants in the course.

Follow-up Plan

Networking, Knowledge sharing, Pilot Action Plan, requesting for WFK volunteer, Propose Country Project, etc.

Commented [k12]: If applicable, please describe other stakeholders to the program (e.g. partner government agency, international organization, NGO, donor agency, etc.)

The information of the stakeholders are: a) name/group, b) respective role(s) and cooperation/coordination mechanism, etc.