BKCF Manual 2026

Palawan

PHILIPPINES

Mindanao

Labuan

Sabah

BRUNEI DARUSSALAM

MALAYSIA

Sarawak

INDONESIA

Sulawesi

Kepulauan Maluku

Kalimantan

Papua

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Abbreviations and Acronyms

ASEAN	Association of Southeast Asian Nations
BIMP-EAGA	Brunei Darussalam-Indonesia-Malaysia-Philippines East ASEAN Growth Area
BIMP FC	BIMP Facilitation Center
BIMP-EAGA NS	BIMP-EAGA National Secretariat
BKCF	BIMP-EAGA-ROK Cooperation Fund
DD	Due Diligence
GGGI	Global Green Growth Institute
MOFA	Ministry of Foreign Affairs
M&E	Monitoring and Evaluation
ROK	Republic of Korea
SOM	Senior Officials' Meeting
ToR	Terms of Reference
UN DSA	United Nations Daily Subsistence Allowance
USD	United States Dollar
WLM	Working Level Meeting

Introduction: How To Use This Manual

Objectives

The purpose of the BIMP-EAGA-ROK Cooperation Fund (BKCF) Manual is to provide proponents with an overview of how BKCF is constructed, progressed, and completed, with detailed information stipulated in each section.

Each section includes essential information on each step of BKCF, guiding proponents through the proposal submission, project implementation, monitoring, and reporting process.

The 'Manual' serves as the more detailed, main guidance for BKCF management, whereas the 'Guideline' for each call is a more general introduction to the fund, including information and details specific to each call. The manual and the guidelines are subject to annual updates; therefore, proponents are encouraged to refer to the most recent versions available on the BKCF Portal to ensure they have the most accurate and up-to-date information.

Target Audience

The manual aims to guide all actors involved in BKCF management, including project proponents, potential project proponents, BIMP-EAGA Facilitation Center (FC), BIMP-EAGA National Secretariats (NS), GGGI, the Ministry of Foreign Affairs (MOFA) of the Republic of Korea (ROK), and any other interested parties.

For those interested in BKCF,

- The manual is designed to enhance understanding of the fund's background and partnership between BIMP-EAGA and the ROK through BKCF initiatives.

For potential proponents of BKCF,

- This manual aims to provide essential guidance in supporting successful BKCF participation by providing necessary resources and procedures, including proposal formulation, budget preparation, and project implementation.

For selected proponents,

- This manual aims to provide clear standards for implementing the BKCF projects and strengthening project operations through enhanced, focused planning.

1. Overview of BKCF

1.1. Background and Institutional Arrangement

The BIMP-EAGA-Republic of Korea (ROK) Cooperation Fund was established in 2021 by the Government of the Republic of Korea in partnership with BIMP-EAGA, which was created to narrow development gaps in maritime Southeast Asia. Through this partnership, BKCF seeks to support inclusive and balanced development in the BIMP-EAGA subregion and to strengthen cooperation between BIMP-EAGA and the ROK.

The Global Green Growth Institute (GGGI) is designated as the depository of the Fund and is responsible for administering the operational processes of BKCF. In this capacity, GGGI supports the Fund across the project cycle by managing the application and review process and preparing consolidated review materials, including a shortlist of proposals, for further consideration by the relevant decision-making bodies, while final approval authority remains with the Senior Officials of BIMP-EAGA and the ROK.

During project implementation, GGGI monitors approved projects and manages the administrative and contractual aspects of implementation in accordance with the Grant Arrangement.

1.2. About the BIMP-EAGA Region

BIMP-EAGA was established in 1994 with aims to narrow the development gap and generating balanced and inclusive growth by promoting trade, investment, and tourism among the four countries in the region – Brunei Darussalam, Indonesia, Malaysia, and the Philippines. The East ASEAN Growth Area (EAGA) was created to shift economic activities from resource extraction to higher levels of processing and value-added production, focusing on industries that adopt clean and green technologies. The EAGA region covers:

- Brunei Darussalam: Entire Sultanate

- Indonesia: Provinces of Kalimantan, Sulawesi, Maluku, and West Papua

- Malaysia: States of Sabah, Sarawak, and the Federal Territory of Labuan

- Philippines: Island of Mindanao and the province of Palawan[1]

In 2024, EAGA's GDP at current prices accounted for 18.2% of BIMP's GDP, reflecting notable growth in trade, foreign direct investment, and tourism. A significant number of infrastructure projects are in progress, enhancing regional connectivity and development. Despite comprising 62.2% of the land area of the BIMP countries, the EAGA region represents only 16.6% of the total labor force and 21.8% of goods trade within BIMP.[2]

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[1] BIMP-EAGA Korea Cooperation Fund. (n.d.). *About*. Retrieved from https://bimp-eaga.asia/about-bimp-eaga/what-bimp-eaga
[2] BIMP-EAGA Facilitation Center. (10 Oct 2024). *BIMP-EAGA at a Glance: A Statistical Information Brief 2024*. Retrieved from https://bimp-eaga.asia/documents-and-publications/bimp-eaga-glance-statistical-information-brief-2024

Figure 1. Main regions of BIMP-EAGA[3]

1.3. Strategic Objectives

BKCF aims to support BIMP-EAGA's Vision 2025 (BEV 2025) of a **Resilient, Inclusive, Sustainable, and Economically competitive (R.I.S.E) BIMP-EAGA to narrow the** development gap. **BEV 2025** is an adaptable framework covering the implementation period from 2017 to 2025, centering on three key objectives: (a) Competitive and environmentally conscious manufacturing sector, (b) Resilient agriculture and fisheries industries, and (c) Cross-border approach to tourism, particularly benefiting underdeveloped areas.

1.4. Priority Sectors

Among the list of sectors from BEV 2025, prioritization was given to four sectors through consultations between BIMP-EAGA and the ROK, which are **(a) environment, (b) connectivity, (c) tourism, and (d) agriculture and fisheries**. The sectors may be updated at a later point, if required, through an agreement between BIMP-EAGA and ROK. By focusing on these sectors, BKCF aims to address some of the key challenges and opportunities within the BIMP-EAGA region, aligning with the objectives outlined in BEV 2025.[4]

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[3] BIMP-EAGA Korea Cooperation Fund. (n.d.). *About*. Retrieved from https://bimp-eaga.asia/about-bimp-eaga/what-bimp-eaga
[4] BIMP-EAGA Korea Cooperation Fund. (n.d.). *About: Priority Areas*. Retrieved from https://www.gggi-bkcf.org/about/priority-areas

Table 1. Priority Sectors of BKCF

Priority Sector	Goals
Environment	• Promote sustainable management approaches in the ecosystem • Develop clean and green production technology • Utilize nature-based solutions, including REDD++
Connectivity	• Facilitate cross-border trading and SMEs integrated in supply chains • Improve ICT infrastructure and technological innovation • Upgrade energy efficiency in rural areas
Tourism	• Protect and support green eco-tourism sites • Provide sustainable tourism-based livelihoods
Agriculture & Fisheries	• Adopt climate-resilient production practices • Develop subregional supply and value chains for priority commodities • Ensure long-term food security from climate disasters

1.5. BKCF Logo

The BKCF logo is intended to enhance the visibility and recognition of projects supported under the Fund.

Project proponents are encouraged to use the BKCF logo in documents, materials, events, and communications that are related to the implementation and promotion of approved BKCF projects.

The BKCF logo should not be used for activities, materials, or purposes that are unrelated to BKCF-supported projects, nor in a manner that could imply endorsement, approval, or affiliation beyond the scope of the approved projects. The BKCF logo shall not be modified, altered, or distorted in any way.

The official BKCF logo is available through the BKCF Portal.

1.6. Ownership of BKCF Project Outputs

All outputs and deliverables generated from BKCF projects will belong to BIMP-EAGA and the ROK. BIMP-EAGA and ROK must approve the use of project deliverables and generated outputs with advice from GGGI. If a proponent considers that this provision is not applicable or appropriate to the nature of the project or specific deliverables (i.e. physical facilities or infrastructure), the proponent is encouraged to seek approval from GGGI, together with a clear justification and proposed management plan.

1.7. BKCF Information Access

The BKCF Portal contains all information related to BKCF proposal submissions, call announcements, document templates, latest news, and other relevant updates on BKCF activities. The BIMP-EAGA Website provides additional resources, such as country profiles, the BEV 2025 Goals, and regional statistics.

2. Project Formulation

2.1. Eligibility

Eligibility Requirements of Proponent

The following proponents are eligible to apply for the fund:

- Government Agencies, Public and Private Sector Institutes, Non-Governmental Organizations (NGOs), Academic Institutes, Country Offices of International Organizations, or any other autonomous institutes physically based in member countries of BIMP-EAGA and the ROK.

- **Individuals are not eligible to apply for the fund.**

- GGGI can participate as a delivery partner to support specific components of the approved project, subject to the endorsement of the BIMP-EAGA country or countries where the project will be implemented.

Proponents are **NOT eligible** if they are:

- included in the Consolidated United Nations Security Council Sanctions List and/or debarred by Multilateral Development Banks; or

- declared ineligible by GGGI or ROK to participate in a call for proposal or included in an ineligibility list of GGGI or ROK.

Eligibility of the Project

The project eligible for application should meet the following qualifications:

- The project should contribute to promoting inclusive and balanced growth in the Southeast Asia region and ASEAN Connectivity by strengthening the partnership between the BIMP-EAGA and the ROK and realizing the BEV 2025.

- The project's purpose and scope should align with the priority sectors of BKCF.

- The project should target a BIMP-EAGA country or countries. While the project is recommended for implementation in the BIMP-EAGA region, proposals for projects in other regions within the BIMP countries are equally eligible.

Projects may be proposed with a duration of one (1) or two (2) years, and the proposed budget should fall within the applicable funding range corresponding to the project duration.

Table 2. Grant Award Period and Range

Project Type/Duration	Total Budget Range (USD)
One-year project	Minimum of $100,000 and a maximum of $500,000
Two-year project	Minimum of $200,000 and a maximum of $500,000
Multiple countries or BIMP-EAGA regional project	Maximum of $250,000 per country

2.2. Proposal Components and Preparation

Proponents are required to access the BKCF Portal to prepare and submit a project proposal in accordance with the applicable Guideline for the relevant Call for Proposals. All proposal information shall be provided through the **online components** available in the BKCF Portal.

To support proposal preparation, **indicative templates are provided in the Annex to this Manual for reference purposes only.** In the event of any discrepancy, the online submission components displayed in the BKCF Portal shall prevail.

The proposal includes, inter alia, the following components, as specified for the relevant Call and reflected in the BKCF Portal:

No.	Proposal Components	Reference
A	Project Proposal	BKCF Manual APPENDIX 2
B	Budget Proposal	BKCF Manual APPENDIX 3
C	Due Diligence Form	BKCF Manual APPENDIX 4
D	Annex 1. Deliverables	BKCF Manual APPENDIX 5
E	Annex 2. Project Implementation Plan	BKCF Manual APPENDIX 6
F	Annex 3. Institutional Portfolio and Terms of Reference for Human Resources	BKCF Manual APPENDIX 7

Additional submission components may be required for a specific Call for Proposals, as indicated in the applicable Guideline and reflected in the BKCF Portal.

Proponents are responsible for ensuring that all required components are completed in accordance with the instructions provided in the BKCF Portal and the applicable Guideline for the relevant Call for Proposals.

A. Project Proposal (APPENDIX 2 of the BKCF Manual)

The proposal must be independently originated and developed by the proponent. For project proposal formation, proponents should:

- Structure a logical framework consisting of outcome-output-activity with clear links to the objective of the project, ensuring that other documents are also aligned with the logframe;

- Include engagement with a local partner or stakeholder in the project implementation and monitoring processes.

It is recommended to keep the project title concise and avoid lengthy descriptions. The project title should focus on effectively and clearly conveying the project's key objectives.

Logical Framework

Proponents are required to complete a comprehensive logical framework, including detailed descriptions of all activities and sub-activities planned throughout the project.

In addition to outlining the Project Results in Proposal Section 2.2 (focused on project activities), the logical framework should provide details of the outcomes, outputs, and activities, as well as the indicators, baseline, targets, means of verification, and source of data.

B. Budget Proposal ([APPENDIX 3](#) of the BKCF Manual)

The budget proposal must be prepared in US Dollars (USD) and include the unit cost of each budget item and details for all costs. GGGI may request further clarification if the description of the budget item is unclear or inconsistent with the purpose of the project. Each budget item in the budget proposal must adhere to the Pro-Forma Cost guidelines provided in [Section 6](#) of the BKCF Manual.

The budget proposal must include:

- Unit cost of each budget item (in **USD ONLY**)

- Exchange rate between the local currency and USD used during the proposal drafting stage

- Description of each budget item and number of units

- Sub-total for each category of costs and Total Cost for each item

- In the case of co-financing, a separate budget table indicating the co-financing amount and brief details must be added to the original budget table.

For proponents who receive co-financing, evidence indicating committed project co-financing from interested co-financing partners should be provided. Evidence includes proof of communication with potential co-financing partners or a letter of intent from concerned government authorities or potential co-financing partners.

C. Due Diligence Form ([APPENDIX 4](#) of the BKCF Manual)

GGGI will conduct a Due Diligence review to assess the proponents' technical and financial capacity to implement the project. All proponents are required to submit the Due Diligence Form along with their proposal(s). Proponents must respond to all questions at each stage, providing supporting documents or materials where applicable. For further details, please refer to the guidelines outlined in the template.

D. Project Deliverables ([APPENDIX 5](#) of the BKCF Manual)

BKCF projects operate on a deliverable-based framework. Proponents are required to submit a payment plan aligned with the deliverables and the schedule outlined in the signed Grant Agreement with GGGI. Proponents should also note that:

- The initial disbursement shall not exceed twenty percent (20%) of the total project cost, and the last disbursement is fixed at fifteen percent (15%) of the total project cost.

E. Project Implementation Plan ([APPENDIX 6](#) of the BKCF Manual)

Proponents must detail all project activities along with the duration of each activity to ensure the project is completed within the specified timeframe. Successful proponents will be requested to update the Project Implementation Plan on a quarterly basis, beginning from project initiation and continuing throughout the project's lifecycle.

F. Institutional Portfolio and Terms of Reference (ToR) for Human Resources (APPENDIX 7 of the BKCF Manual)

The ToR consists of two sections: 1) Institutional Portfolio and 2) Individual ToR for Human Resources. In the Institutional Portfolio, proponents can present the organization's relevant experience and institutional capacity to execute the proposed project. In the ToR, proponents should provide detailed information about the roles and responsibilities of the human resources involved in the project.

2.3. Submission of Proposal

Project proposals shall be submitted exclusively through the BKCF Portal, in accordance with the procedures and instructions specified for the relevant Call for Proposals.

A proposal shall be considered officially submitted only when all required submission components have been completed, and the submission has been successfully finalized through the BKCF Portal within the applicable submission period, as indicated in the applicable Guideline and the Portal.

Accordingly, a **proposal will not be accepted as an official submission in the following situations**:

- The submission is not completed within the applicable submission deadline;
- Required submission components contain incomplete sections;
- The proposed budget is presented in a currency other than the United States Dollar (USD);
- The proposal is written in a language other than English; or
- A proposal submitted through other means, including but not limited to email or hard copy

The **proposal submission process** consists of the following steps:

- Step 1: Access the BKCF Portal and click "Submit a Proposal."
- Step 2: Create a user account (registration required for first-time users)
- Step 3: Complete the online proposal form
- Step 4: Review and submit the proposal through the Portal

All information entered into the online form on the BKCF Portal shall constitute the official proposal submission and will be used for the review process.

For any inquiries regarding the BKCF Portal, please reach out to: info_bkcf@gggi.org

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Important Note – Technical Issues

In the event of a verified technical issue affecting the BKCF Portal prevents a proponent from completing the proposal submission by the applicable deadline, GGGI may, upon review of the circumstance, take appropriate measures.

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3. Project Review and Approval

3.1. Project Review and Approval Process

All proposals officially submitted through the BKCF Portal will be reviewed by both GGGI and BIMP-EAGA-ROK at each stage of the approval process.

| Proposal Submission 40 business days | GGGI Review and Shortlisting 50 business days | BIMP-EAGA NS-ROK MOFA Review 50 business days | Official Approval | Project Implementation Preparation | Grant Agreement Signing |

Figure 2. Project Review and Approval Process

3.2. GGGI Review and Shortlisting

GGGI shall review proposals officially submitted through the BKCF Portal in accordance with Section 2 and the applicable Guideline for the relevant Call for Proposals. During the review process, GGGI may request clarifications for additional information from proponents, where necessary, within a specified timeframe. GGGI shall prepare consolidated review materials, including a shortlist of proposals and GGGI's recommendations, for submission to the ROK MOFA.

3.3. BIMP-EAGA NS-ROK MOFA Review

Based on the shortlist and recommendations submitted by GGGI, ROK MOFA, in consultation with BIMP-EAGA NS, will review the proposed projects.

3.4. Project Approval and Endorsement

Through the relevant decision-making process of BIMP-EAGA and the Republic of Korea, including consideration by the Senior Officials' Meeting (SOM), ROK MOFA will issue an official notification to GGGI, including the list of approved projects.

Upon receipt of such notification, GGGI shall formally inform the selected proponents of the approval outcome and provide information on the subsequent steps, including project preparatory requirements and the grant agreement process, as applicable.

4. Project Implementation Procedure

4.1. Project Implementation Preparation

Proposal Revision and Due Diligence Review

Proponents may be requested to revise the proposal and/or to complete or provide additional information or supporting documents required for due diligence during the project implementation preparation stage. Upon receipt of such a request, the proponent shall submit the updated proposal or required documents within ten (10) business days, unless otherwise agreed in writing.

Grant Agreement Signing

To proceed with the signing of the Grant Agreement, the proponent shall set up a dedicated BKCF fund bank account. As the grant will be transferred in USD, it is recommended that a USD account with a local bank or a local account capable of receiving USD transactions be opened.

Upon successful completion of the Due Diligence review and review of any required proposal revisions, the Grant Agreement shall be finalized and signed between GGGI and the proponent. The date of signing the Grant Agreement shall constitute the official inception date of the project, as specified in the Grant Agreement

From the project selection stage onward, the proponent is encouraged to maintain regular communication with the relevant BIMP-EAGA NS(s) to support smooth project initiation and implementation.

Alternative Fund Execution Arrangements

If a proponent is a government agency that requires special permits under domestic laws and regulations to receive funds from GGGI, alternative fund execution arrangements may be agreed between GGGI and the proponent.

Under such arrangements, budget execution may be carried out either:

- By GGGI Country Office, whereby GGGI retains the fund and executes expenditure on behalf of the proponent; or

- By a local entity designated by the proponent to act as a fund executing agency, provided that such designation is endorsed by the relevant BIMP-EAGA NS(s)

In both cases, 4% of overhead cost of the total project budget may be charged by the entity responsible for fund execution, whether GGGI or the designated funding execution agency, to cover additional administrative expenses incurred.

Regardless of the fund execution arrangement, the responsibility for overall project management, financial management, and all required reporting shall remain with the proponent. The involvement of GGGI of a designated fund executing agency in budget execution shall not be constructed as transferring any reporting, accountability, or management obligations from the proponent.

4.2. Project Initiation and Fund Disbursement

Proponents are prohibited from starting the project until the Grant Agreement between GGGI and the proponent is signed. Any expenses incurred for activities undertaken prior to the official project start date will not be covered by GGGI. GGGI also reserves the right to refuse project funding if the project is not undertaken in accordance with the agreed project objectives.

Detailed Project Work Plan

Proponents are required to submit a Detailed Project Work Plan and the first invoice, aligned with the approved budget, within seven (7) business days after the Grant Agreement signing. The Detailed Project Work Plan should feature an activity-based calendar and a brief narrative to describe the approach for each output. GGGI will review the Detailed Project Work Plan, and proponents shall make necessary revisions based on GGGI's feedback, if any.

Initial Fund Disbursement

Upon the approval of the Detailed Project Work Plan and signed invoice, GGGI will disburse the initial funds directly to the project proponent's bank account. The fund disbursement mechanism may vary under the following conditions:

- **Organization with Fund Acceptance Restrictions**: If a proponent is (a) a government body or a related government-affiliated organization and (b) not allowed to directly accept foreign funds according to domestic laws and regulations, GGGI can transfer the funds to the bank account of another institution or agency which is allowed to receive the foreign direct fund in the relevant BIMP-EAGA country and ROK. This transfer can occur once the proponent submits a written request and receives a written endorsement from the corresponding BIMP-EAGA NS.

- **GGGI as Delivery Partner**: In case GGGI is designated as the delivery partner of an endorsed project, the allocated fund for GGGI will be retained in GGGI's dedicated BKCF account. Then, the remaining funds for the proponent will be transferred to the designated bank account specified in the Grant Agreement between GGGI and the proponent.

Proponents are required to include a clear and detailed fund disbursement procedure in their project proposal.

Subsequent Tranche(s) of Fund Disbursement

BKCF operates under a performance-based funding mechanism, meaning that subsequent disbursement is contingent upon demonstrated project performance.

To apply for subsequent disbursement tranche(s), proponents must submit the required deliverable(s) set out under the Project Deliverables (APPENDIX 5 in the BKCF Manual) and signed invoice to GGGI.

GGGI will conduct a thorough review of the deliverable(s) to ensure that the project's objectives and milestones have been achieved. If revisions are needed, GGGI will provide feedback, which proponents must address within 10 business days. Once the revised deliverable(s) are reviewed and approved, GGGI will disburse the approved amount in alignment with the agreed disbursement schedule outlined in the Project Deliverables, subject to prior written approval from ROK MOFA.

Project Inception Event

Proponents should organize a project inception (kick-off) meeting with relevant government authorities and target local government authorities (municipal, provincial, or state level) to formally announce the commencement of the project, following the signing of the Grant Arrangement. GGGI may participate in the kick-off meeting in person or virtually. Proponents should also organize a wrap-up meeting with the same concerned authorities during the final quarter of project implementation to share information on project progress and outcomes.

4.3. Project Implementation and Reporting

Proponents are required to submit the required reports and supporting documents through the BKCF Portal, in accordance with the reporting schedule confirmed by GGGI in the Grant Agreement. GGGI will review the reports and documents. Fund disbursements may be approved upon completion of the review, in accordance with the Grant Agreement.

Table 3. Schedule for Project Reporting

Stage	One-year Project	Two-year Project
Project Start	Updated Implementation Plan (7 days after Grant Agreement signature)	Updated Implementation Plan (7 days after Grant Agreement signature)
3 months	Progress Report(deliverable basis) 1st Quarterly Report	Progress Report(deliverable basis) 1st Quarterly Report
6 months	Progress Report(deliverable basis) Updated Implementation Plan Mid-term Financial Report 2nd Quarterly Report	Progress Report(deliverable basis) Updated Implementation Plan Mid-term Financial Report 2nd Quarterly Report
9 months	Progress Report(deliverable basis) 3rd Quarterly Report	Progress Report(deliverable basis) 3rd Quarterly Report
12 months	Project Completion Report Final Financial Report Audit Report	Progress Report(deliverable basis) Annual Report Updated Implementation Plan Annual Financial Report 4th Quarterly Report
15 months	N/A	Progress Report(deliverable basis) 5th Quarterly Report
18 months	N/A	Progress Report(deliverable basis) Updated Implementation Plan Mid-term Financial Report 6th Quarterly Report
21 months	N/A	Progress Report(deliverable basis) 7th Quarterly Report
24 months	N/A	Project Completion Report Final Financial Report Audit Report

Updated Implementation Plan

Every six (6) months following the project start date as defined in the Grant Agreement, proponents shall submit an Updated Project Implementation Plan reflecting the progress of project implementation. The Updated Project Implementation Plan shall indicate the status of each activity with reference to the approved project implementation plan.

GGGI will review the submitted Updated Project Implementation Plan and may provide comments, where necessary. Where revisions are requested, proponents shall submit a revised Updated Project Implementation Plan within a timeframe specified by GGGI.

Project Progress Report

Proponents are required to submit a Project Progress Report at intervals specified in the approved project deliverable plan, following the project start date as defined in the Grant Agreement. The Project Progress Report shall present progress against the deliverables agreed upon in the Grant Agreement.

The reporting schedule may vary depending on the deliverable structure and implementation timeline of each project. In addition, GGGI reserves the right to request ad hoc progress reports at any time during the project implementation period, where necessary.

Project Progress Reports focus on progress against agreed deliverables and are distinct from Quarterly Reports, which address overall project management and monitoring.

Quarterly Report

Proponents shall submit a Quarterly Report every three (3) months following the project start date as defined in the Grant Agreement. The Quarterly Report shall provide an updated project status, information on monitoring and evaluation arrangements, a performance review, a comparison of actual performance against the approved logical framework, and a summary of key achievements.

Annual Report

For two-year projects, proponents shall submit an Annual Report at the end of the first year, in addition to the six-month Progress Reports. The Annual Report template will be available for the selected proponents on the BKCF Portal.

Financial Report

Proponents are required to submit Financial Reports in accordance with the reporting schedule set out in the Grant Agreement. During the project implementation period, proponents shall submit Financial Reports on a semi-annual basis. Each Financial Report shall cover cumulative expenditures incurred from the project start date up to the end of the relevant reporting period, and shall be prepared based on funds disbursed during that period.

The final Financial Report, to be submitted upon project completion, shall be supported by a financial audit conducted by a certified firm or a public accountant. The financial reporting and audit arrangements shall be clearly outlined in the M&E section of the Project Proposal.

4.4. Project Monitoring

Where necessary, GGGI may conduct site visits to the project location with the proponent as part of the monitoring activities. Such visits are intended to ensure compliance with applicable guidelines, assess project progress, and provide support where needed. GGGI will coordinate with proponents in advance to plan and schedule any site visits.

4.5. Project Completion

Following the project's completion, proponents shall submit the following documents through the BKCF Portal within thirty (30) business days of the project completion date as defined in the Grant Agreement: (1) the Draft Project Completion Report, (2) the Final Financial Report, and (3) the Financial Audit Report.

GGGI will review the submitted Draft Project Completion Report and may provide comments, where necessary. Where revisions are requested, proponents shall submit a Revised Project Completion report reflecting GGGI's comments within a timeframe specified by GGGI.

Submission of Project Completion Report

The Project Completion Report shall provide a comprehensive account of the final status, outcomes, and overall performance of the project upon completion. GGGI will review the submitted Draft Project Completion Report and may provide comments, where necessary. Where revisions are requested, proponents shall submit a Revised Project Completion Report reflecting GGGI's comments within a timeframe specified by GGGI.

After the completion of the project in accordance with the Grant Agreement, GGGI will circulate the Project Completion Report to the BIMP-EAGA NS(s), BIMP-FC, and the ROK MOFA for information and record purposes.

Failure to submit the Project Completion Report will result in the withholding of the final tranche of fund disbursement and may affect the proponent's eligibility for future BKCF funding.

Financial Report and Final Audit Report

The Final Financial Report and Final Audit Report shall be submitted within thirty (30) business days following the project's completion date as defined in the Grant Agreement. The Final Financial Report shall be reviewed and signed by the proponent's financial officer.

GGGI will review the submitted Final Financial Report and the Financial Audit Report. The final tranche of funds shall be disbursed within thirty (30) business days following the completion of GGGI's review and acceptance of both the Final Financial Report and the Financial Audit Report, including the resolution of any comments, where applicable.

Any issues identified during the review process, including expenditure miscalculations or expenditures not in accordance with the approved budget, shall be communicated by GGGI to the proponent for clarification or correction. Where ineligible or unapproved expenditures are identified, the proponent shall be required to refund the relevant amounts to GGGI within a timeframe specified by GGGI.

GGGI will notify the proponent, where applicable, of the final approved disbursement amount, any unspent balance, and any interest earned on the project funds that is required to be refunded to GGGI.

For all projects, project expenditures shall be subject to a one-time financial audit conducted by an independent external audit firm with no conflict of interest with the proponent. Proponents are required to allocate an appropriate budget for the audit in the project budget.

Refund of Unspent Balance and Accrued Interest

Any unspent balance of the approved project budget and any interest accrued on the project funds shall be refunded to the BKCF account following the completion of the project, in accordance with the Grant Agreement. Such amounts shall be refunded within thirty (30) business days after the completion of the financial closure process.

4.6. Disclosure of Project Documents

GGGI may publicly disclose non-confidential information on BKCF-supported projects for communication and visibility purposes.

5. Modifications to Approved Projects

5.1. Project Duration Extension

Proponents requesting an extension to their project duration must submit an official letter to GGGI at least six (6) months prior to the initial project completion date. The letter must clearly specify the requested extension period and its detailed justification. Please note that extensions are strictly limited to the project duration; no additional funding or budget adjustments will be permitted.

Upon receipt of the extension request, GGGI will review the submission in consultation with the ROK MOFA and the respective BIMP-EAGA NS. The outcome of the review will be communicated to the proponent following the completion of the review process.

5.2. Project Cancellation

Projects, including those that have received Official Approval during the SOM, may be canceled following consultations among GGGI, the ROK MOFA, and the respective BIMP-EAGA NS. Project cancellation may be triggered by, but is not limited to, the following reasons in different phases:

5.2.1. Project Preparation Phase

a) **Proponent's Withdrawal**

   o The proponent decides to withdraw from the approved project voluntarily.

b) **Revocation of Approval**

   o GGGI may decide to revoke project approval after consultation with ROK MOFA and the respective BIMP-EAGA NS, in case the proponent fails to comply with the Due Diligence requirements.

c) **Failure to Commence:**

   o The project has not commenced implementation and remains at the project preparation stage, for a period exceeding the approved project duration from the project approval date (e.g., a two-year project approved in August 2025 must commence before August 2027).

In the case of project cancellation due to the abovementioned reasons:

- GGGI will consult with the ROK MOFA and the respective BIMP-EAGA NS to replace the project with another project (1) shortlisted under the Call for Proposals of the year in which the cancellation occurs, and (2) submitted from the same country.

- If any other BIMP-EAGA NS objects to the replacement decision within 30 business days, the project slot will be reassigned to an additional project from the same country under the Call for Proposals of the year following the year in which the cancellation occurs.

- The proponent will face the following restrictions:

- o The proponent will be **prohibited from submitting new proposals** to BKCF for a period of **two (2) years.**

- o The proponent **cannot participate in projects** funded by BKCF during this period in any form, including but not limited to acting as a partner, consultant, subcontractor, or in any other indirect role.

5.2.2. Project Implementation Phase

a) Significant Delays:

- o A delay of more than **six (6) months** between the submission of one quarterly report and the next quarterly report.

b) Impracticability of Achieving Outcomes:

- o The project outcome is no longer feasible due to unforeseen circumstances or critical challenges.

In the case of project cancellation due to the abovementioned reasons:

- The proponent must return any remaining unspent balance from the project budget.

- The proponent will face the following restrictions:

  - o The proponent will be **prohibited from submitting new proposals** to BKCF for a period of **five (5) years.**

  - o The proponent **cannot participate in projects** funded by BKCF during this period in any form, including but not limited to acting as a partner, consultant, subcontractor, or in any other indirect role.

The ineligibility period shall be calculated starting from 1 January of the year following the year in which the project is cancelled.

5.3. Budget Revision

5.3.1. Project Preparation Phase

As a general principle, an increase in the approved project budget shall not be permitted. A reduction in the approved project budget may be allowed upon request by the proponent, subject to review and agreement.

During the project approval process, and subject to the availability of BKCF funds for the corresponding year, GGGI may request a uniform budget reduction to be applied consistently across all projects under consideration for approval. In such cases, proponents may be requested to adjust their proposed budgets in accordance with GGGI's guidance by a fixed percentage, such as five percent (5%), ten percent (10%), etc.

5.3.2. Project Implementation Phase

a) When a Formal Budget Revision is Required

A formal budget revision is required when the <u>cumulative increase or decrease applied to any budget line item exceeds ±10% of the total approved project budget.</u>

- o In such cases, the proponent shall submit a formal budget revision request to GGGI for review and approval.

- o If the cumulative budget reallocation for each budget line item remains within ±10% of the total approved project budget, a formal budget revision is not required. In such cases, the proponent may internally adjust the budget and inform the BKCF accordingly for record-keeping purposes.

b) Procedure for Budget Revision

If a formal budget revision is required, the proponent shall follow the procedure below:

- o Request the Budget Revision Request Letter template from GGGI via email;

- o Clearly outline (i) the reasons(s) for the proposed budget revision, and (ii) the details of the revised budget, including affected budget line items; and

- o Submit the completed request letter to GGGI for internal review.

5.3.3. Notes on BKCF Budget Management

BKCF operates under a performance-based funding mechanism, meaning that subsequent disbursement is contingent upon demonstrated project performance. This means that:

- • BKCF does not operate on a yearly budget allocation system, and

- • The concept of "budget carry-over" between years does not apply under BKCF funding

6. BKCF Pro-Forma Cost

BKCF only allows budget allocation for direct costs related to project implementation and activities. Indirect costs such as overhead expenses and management fees are not permitted in the budget allocation. Direct costs include personnel costs, activity costs, and professional fees, as outlined in the below section. For a comprehensive budget summary, please refer to APPENDIX 1 in the BKCF Manual.

The below costs are effective for the newly signed projects as of January 1st, 2025. For any costs not specified below, proponents must consult with GGGI in advance.

6.1. Personnel Cost

Newly Recruited Staff

In case proponents hire a new staff whose role is to take part in the BKCF project, a ToR should be included as an annex (APPENDIX 7 in BKCF Manual) in the project proposal. The recommended monthly lump-sum ceilings for full-time, newly recruited staff under BKCF are:

- Project Manager: USD 3,400
- Project Officer: USD 1,500
- Project Assistant: USD 1,000

For newly recruited part-time staff, their salary will be calculated based on the percentage of their working hours, **up to a maximum of 50%** of the full-time salary.

Existing Staff

The proponent may also budget the salary of an existing staff member as a project team, which can be charged up to a maximum of 50% of a newly recruited full-time staff's salary.

6.2. Activity Cost

Travel

The Travel cost must be related to the project activities incurred by the proponent and/or participants who work on or participate in the project. The travel cost should be based on the most direct and cost-effective economy-class round-trip. Business class travel can be arranged for High-Level officials who obtain approval through prior consultation with GGGI.

The ceiling for each travel is as follows:

- Travels outside the region (BIMP - ROK): USD 1,000
- Travels within the region (ASEAN): USD 800
- Domestic flights: USD 400

For ground transportation, travel costs shall be based on the rental price per day, subject to the market rate applied in the respective location of each country.

Accommodation

Accommodation costs of up to **USD 100** per night per person can be allocated to cover accommodation within the BIMP-EAGA region and the ROK. In cases where no accommodation is available under this arrangement, the proponent must consult with GGGI for guidance and alternative solutions.

Per Diem

A Per Diem allowance of up to **USD 50** per day can be allocated to cover daily expenses incurred during project activities. The specific amount of the Per Diem may be reduced based on the meals and incidentals provided. The reductions are outlined below:

- 100% Per Diem can be allocated if no meals or incidentals are covered

- 70% of the Per Diem can be allocated if dinner and incidentals are covered

- 60% of the Per Diem can be allocated if lunch and incidentals are covered

- 30% of the Per Diem can be allocated if only incidentals are covered

For further assistance or consultation regarding the above costs, please contact GGGI for clarification.

Events (Conference / Workshop)

The Event costs include expenses required to conduct workshops and conferences. All events should be held in the country where the project is being implemented. The category also includes direct supplies and service costs to host the event. Any cost exceeding the total events or per-person budget cap shall require prior consultation and approval from GGGI.

1. **Total Events Budget Cap**

The budget cap for all events shall be determined as the <u>lesser</u> of the following:

- 10% of the total project budget; OR

- USD 30,000

Table 4. Example of Event Cost Budgeting

	Case 1	Case 2
Project Size	USD 500,000	USD 250,000
Events Budget Cap Options	USD 50,000 (10% of Project Budget) OR USD 30,000	USD 25,000 (10% of Project Budget) OR USD 30,000
Selected Events Budget Cap	**USD 30,000** *(As USD 30,000 is less than 10% of the total project budget)*	**USD 25,000** *(As USD 25,000 is less than USD 30,000)*

2. Per-Participant Budget Cap

The total expense per participant for each event is capped at **USD 100**. The expense limit per person includes, but is not limited to, the following:

- Meeting Packages: Lunch and coffee breaks;
- Relevant Costs: Materials preparation, venue rental, and other event-related expenses.

6.3. Professional Fee

International/National Consultant

When the proponent employs consultants, the ToR for a consultant should be included as an annex (APPENDIX 7 in BKCF Manual) to the project proposal. The recommended consultant fee is **USD 300** per business day, with a cap of 120 days per calendar year. However, this fee may vary based on the position and ranking of the personnel.

Project staff members are not eligible to act as consultants, and consultants cannot be individuals already receiving a salary from the project.

Expenses such as travel, accommodation, materials, or other costs are not included in the professional fee and will be billed separately.

Financial Audit

Auditing is mandatory for all projects. The proponent must allocate a **one-time fee** of up to **USD 5,000** for financial audits to be conducted **upon project completion**. Financial audits must be performed by independent and certified public accountants or auditing firms possessing relevant qualifications. Proponents are required to submit a financial report following the audit, with the process aiming for transparency, accuracy, and compliance with established standards.

Frequently Asked Questions (FAQ)

1. Proposal Submission

Q. How can I apply for the fund?

- Proponents can submit a proposal via the BKCF Portal. Click "Submit a Proposal", complete all the required documents, and submit the documents via the portal. Only proposals submitted via the portal will be considered officially submitted.

Q. Can I save a draft and continue editing my proposal later?

- Yes. Proponents may save their proposal as a draft and continue editing it prior to the final submission.

Q. Can I edit or resubmit my proposal after final submission?

- No. Once a proposal is **formally submitted, it cannot be edited or resubmitted**. Proponents are therefore encouraged to review all documents carefully before submission.

Q. Will I receive confirmation after submitting my proposal?

- Yes. A confirmation message or notification will be provided upon successful submission through the BKCF Portal.

Q. When and how will I be informed of the proposal evaluation results?

- Proponents will be informed of the evaluation results following the official approval by the Senior Officials of BIMP-EAGA and the ROK during the Senior Officials' Meeting (SOM). The results will be officially announced on the BKCF Portal, and proponents will be notified via email.

Q. Will unsuccessful applicants receive feedback?

- Individual feedback will not be provided to unsuccessful applicants.

2. Application and Eligibility

Q. Where can I find the BKCF proposal templates?

- Templates are available in the Appendices of the BKCF manual. In addition, once you log in to the BKCF Portal and click "Submit a Proposal", you will be able to view the list of required documents and the corresponding templates that must be completed and submitted as part of the application process.

Q. How do I know if I am eligible to apply for the fund?

- Proponents officially registered in a BIMP country, or the Republic of Korea(ROK) are eligible to apply. Individuals are not eligible to apply for the fund.

Q. Can a consortium of two (or more) entities apply for a project?

- Yes, it is possible, but all involved entities must be registered in a BIMP country or ROK, and the leading proponent should be clearly identified in the proposal.

Q. Can one institution submit multiple proposals or apply again after being funded?

- Yes, institutions can submit more than one proposal and reapply in subsequent calls.

Q. Is it possible for an organization without GGGI project experience to apply?

- Yes. BKCF is open to any proponents, regardless of their experience with GGGI, as long as the proponent meets the eligibility requirements indicated on the BKCF Portal.

Q. Can newly established organizations that do not have a history of projects apply to BKCF?

- Yes. Newly established organizations may apply if they are properly registered in a BIMP country or the ROK and can provide the required information for the Due Diligence (DD) review. Being a new organization does not negatively affect the evaluation outcome.

Q. Can local offices of International Organizations (i.e. International NGO) apply to BKCF?

- Yes, as long as the office is located and legally registered as a local organization in a BIMP country or the ROK. The DD review process will verify whether the organization is properly registered in the region.

Q. Can I get co-funding for the implementation of the BKCF project?

- Yes. BKCF allows both co-funding and in-kind contributions. All co-funding contributions must be clearly specified in the Project Proposal, with the estimated value and source indicated. If the project is selected for funding, BKCF may request additional information or details related to the proposed co-financing.

Q. Can an individual outside of the BIMP country be a part of the BKCF proponent team?

- Yes. The eligible proponent (institution) may compose its team according to the project's nature or type, provided that the proponent is registered in a BIMP country or ROK.

3. Project Activities

Q. When can project activities start?

- Project activities may commence only after official endorsement and the signing of the Grant Agreement. Any expenses incurred before the official project inception will not be covered by BKCF.

Q. Can the project location be outside of the BIMP-EAGA region?

- Yes. The project site is not limited to any subregion of the BIMP countries. However, alignment with BIMP-EAGA's Vision 2025 will be considered during the review.

Q. Is it necessary to have connections with local government officials?

- The project would need the government's support during the project implementation stage, so it is recommended to consult with the local government before submission.

Q. Do proposals addressing multiple sectors have a better chance of approval?

- Not necessarily. Proposals are assessed based on clarity, coherence, and alignment with BKCF objectives.

4. Reporting and Audits

Q. What reports must be submitted throughout the project implementation?

- Proponents are required to submit Quarterly Reports, Progress reports, and Financial Reports. Refer to Table 3 in the BKCF Manual for the detailed schedule of project report submission.

Q. What is a financial audit?

- Financial audit is a process of examining the financial management capabilities of the organization and is different from the audit of the project itself. The financial audit must be conducted by a certified public accountant or an accredited auditing firm and result in an official audit report.

Q. Does the audit cost need to be included within the proposal budget, or is it a separate cost?

- The audit cost must be included within the total project budget, so proponents are advised to plan and budget for audit costs in advance at the proposal stage. Please refer to Section 6.3 of the BKCF Manual for further information.

Q. Can the audit be conducted in the country of the field office?

- Yes, there are no regulations specifying where the audit should be conducted.

5. Project Revision

Q. How long will it take for the project review to be completed?

- The review process generally takes 3-6 months. Some projects may require additional time for thorough evaluation, depending on complexity and the need for revisions. The review process is designed to be constructive, and if feedback and revisions are required, proponents are encouraged to engage in an iterative process, which may contribute to extended timelines.

Q. Can Grant Agreements be signed before revisions are complete?

- No, all revisions, including proposal revision and due diligence review, must be finalized before signing. Please refer to the Manual Section 3.

Q. Is it possible to revise the project budget or receive additional budget allocation after a project has been approved?

- No. Once a project has been approved by the Senior Officials' Meeting (SOM), no additional budget allocation is permitted. However, depending on the overall availability and size of the BKCF fund, the total approved project budget may be adjusted if deemed necessary.

Q. Can a proponent change the disbursement rate and amount after signing the Grant Agreement?

- No, the disbursement rate and amount cannot change.

Q. Can a proponent request a revision of project activities before the project is implemented?

- Yes. If there is a strong justification for the request, the proponent can submit revised proposal documents. However, prior consultation with GGGI is essential before revising project activities.

6. Budget and Costs

Q. Can the budget be allocated to indirect costs (i.e. overhead costs)?

- BKCF allows the budget to be used only for direct costs (costs used for project implementation).

Q. If there is any remaining balance after the implementation of the projects, should it be returned?

- Yes, the unspent amount from the approved budget should be returned.

Q. What is Per Diem, and who is eligible?

- Per Diem is a daily subsistence allowance provided for a traveler to cover the cost of hotel/accommodation, meals, laundry, tips, phone calls, local transportation within the destination city, and other associated expenses. This is provided to those traveling outside their duty station overnight to conduct activities relevant to the BKCF projects (workshop, seminar, etc.)

Q. What is the procedure for disbursing the funds to each member country if the proposed project is a multi-country project?

- The assigned amount of budget based on the deliverable schedule will be transferred to one main project focal (one representative country of the multi-country project) responsible for reporting, monitoring, and managing the project.

7. Others

Q. Can a BKCF applicant request an extension to the proposal submission deadline?

- BKCF proposal submission deadline applies equally to all applicants. If an applicant cannot meet the proposal submission deadline, please apply for the next BKCF Call for Proposals.

Q. Can research programs apply for BKCF??

- Yes, provided that the research activities generate practical and measurable impacts aligned with the BIMP-EAGA's vision.

Q. Can BKCF provide any examples of successful proposals to potential proponents?

- BKCF does not provide any samples or successful proposals to prevent duplication of proposals.

Q. Can we make the budget with local currency?

No, the budget should be prepared in USD. A budget file with domestic currency can be included as an attachment if the proponent wishes to do so. Please identify the exchange rate used within the budget template.

APPENDIX

APPENDIX 1 Budget Summary Table

Category	Budget Rule		Manual Section
1. Grant Award Period / Range			
One-year Project	(Min) USD 100,000 – (Max) USD 500,000		Section 2.1
Two-year Project	(Min) USD 200,000 – (Max) USD 500,000		
Multi-country Project	(Max) USD 250,000 per country		
2. Disbursement and Reporting			
Initial disbursement	Shall not exceed 20% of the total project cost		Section 2.2 (D)
Final disbursement	Fixed at 15% of the total project cost		
3. Project Modifications			
Project Duration Extension	**No additional funding** will be provided		Section 5.1
Project Cancellation	The proponent must **return any remaining unspent funds**		Section 5.2
4. Budget Allocation			
Direct/Indirect Costs	• **Only Allowed: Direct costs** • **Not Allowed: Indirect costs** (overhead/management fee)		Section 6
5. Personnel Costs			
Newly Recruited Staff	**Full-time** recommended ceiling: • Project Manager: USD 3,400 • Project Officer: USD 1,500 • Project Assistant: USD 1,000	**Part-time:** Up to max. 50% of the full-time salary	Section 6.1
Existing Staff	Up to max. 50% of a newly recruited full-time staff salary		
6. Activity Costs			
Travel			
International Travel	(BIMP - ROK): USD 1,000		Section 6.2
Regional Travel	(Within ASEAN) USD 800		
Domestic Flights	USD 400		
Accommodation			
Accommodation Costs	Max. USD 100 per night per person		

Per Diem		
No meals or incidentals provided	Up to USD 50 / day (100%)	
Dinner + Incidentals provided	Up to USD 35 / day (70%)	
Lunch + Incidentals provided	Up to USD 30 / day (60%)	
Incidentals only provided	Up to USD 15 / day (30%)	
Events (Conference/Workshop)		
Events Budget Cap	• The lesser of 10% of the total project budget; OR • USD 30,000	
Per-Participant Budget Cap	Max. USD 100 for total expense per participant	
Professional Fee and Audit		
Consultant	USD 300 per business day (120 days per calendar year)	Section 6.3
Audit	Mandatory to allocate max. USD 5,000 for one-time audit	

APPENDIX 2 Project Proposal

Proponents can develop their Project Proposal based on the proposal structure outlined below:

1   Cover Page

   1.1   Proponent Contact Information: Proponents should provide details about their organization, including the organization type, address of the focal office, focal person's name and position, and contact information. Since all communication will be conducted through the focal person, it would be beneficial for them to possess comprehensive knowledge of the project.

   1.2   Project Information: In this section, proponents should present a detailed overview of the project, encompassing the title, target countries, geographic locations, date, budget, beneficiaries, partners, goals, objectives, project co-financing, sectors, and categories. This section serves to deliver essential project details, so it would be beneficial to highlight key points clearly and concisely. Adherence to word limits is recommended, such as 200 words for beneficiaries and 300 words for goals and objectives. For project sectors, proponents should identify one primary sector (priority) and, if applicable, select additional secondary sectors. For further details on sectors, refer to Section 1.4 "Priority Sectors of BKCF" or Table 1 of the Manual.

2   Project Justification

   2.1   Project Justification and Beneficiary: Proponents should outline the project background and rationale, including the context of current issues and the project's history, as well as information on the beneficiaries. It would be beneficial to establish a clear connection between the current issues, project objectives, and the ways in which the project addresses the identified problems.

   2.2   Project Result: Proponents are encouraged to describe the project's future plans, focusing on objectives that span the entire project. Expected outcomes, outputs, and activities should be clearly linked, with explanations of the rationale behind chosen outcomes and how activities align with the project's goals. Including a detailed logical framework as an appendix at the end of the proposal would be useful. It is recommended to carefully consider the input, output, impact, and sustainability of the project, ensuring these elements are prominently featured in the proposal.

   2.3   Project Implementation Arrangement: Proponents should describe management, logistics, human resource inputs, and monitoring and evaluation arrangements. Relevant details of human resources should be included using Annex 3 Institutional Portfolio and ToR for Human Resources (APPENDIX 6 in BKCF Manual).

   2.4   Gender and Other Cross-Cutting Issues: In this section, proponents should indicate how gender-related and other cross-cutting issues will be addressed during project implementation. It is highly recommended that proponents stress their relevance to gender and other cross-cutting issues, as GGGI places significant emphasis on promoting inclusive development. Demonstrating how the project will ensure gender equality, social inclusion, and other cross-cutting considerations, such as environmental sustainability and social safeguards, is encouraged. Proponents should provide specific strategies, actions, or policies that will be implemented to address these areas throughout the project lifecycle.

   2.5   Potential Risks: Proponents are advised to identify potential external risks or threats, along with corresponding mitigation strategies.

   2.6   Project Sustainability and Scale-up: Proponents should thoroughly explain how the project's

outputs and benefits are expected to achieve long-term sustainability within the target countries. This should go beyond outlining immediate deliverables to include a comprehensive plan for how project outcomes will continue to generate positive impacts after the project's conclusion. Emphasis should be placed on the mechanisms, strategies, and partnerships that will be leveraged to ensure enduring influence and adaptability within local contexts. Additionally, proponents are encouraged to highlight the potential scalability of the project and how its methodologies, practices, or innovations can be replicated or expanded to broader areas or sectors, further amplifying its impact and fostering sustainable change.

1. Cover Page

BIMP- EAGA- ROK Cooperation Fund (BKCF) Project Proposal	
Proponent Contact Information	
Organization Name	
Organization Type *(Please indicate the organization type)*	☐Public (*e.g. NGOs/Research Institutions*) ☐Private
Organization Address	*e.g. Address 1, Address 2, City, Country*
Focal Person Name / Position *(Please indicate the name and position of the focal person of the project.)*	
Telephone Number	
Email Address	
Project Information	
Project Title *(Please keep the project title clear and concise)*	
Target Country(ies)	☐ Brunei Darussalam ☐ Malaysia ☐ Indonesia ☐ Philippines

Target Geographic Location(s) *(Please tick the box and indicate the specific target location (province/city) accordingly.*
 	
 * BIMP-EAGA covers the entire sultanate of Brunei Darussalam, the provinces of Kalimantan, Sulawesi, Maluku and Papua in Indonesia; the states of Sabah, Sarawak and the federal territory of Labuan in Malaysia; and the entire island of Mindanao and the island province of Palawan in Philippines
	☐ BIMP-EAGA
	    - Location:
	
	 ☐ Not within BIMP-EAGA
	    - Location:

Project Duration	☐ 1 year ☐ 2 years
Proposed Project Start Date	*mm.yyyy*
Proposed Project Completion Date	*mm.yyyy*
Proposed Project Budget (total in USD)	Year 1 : USD Year 2 : USD Total Budget : USD
Potential Project Co-Financing (optional)	
Goal and Objective *(200 words max)* *(Please provide the summary of Project Objectives)*	
Project Beneficiaries *(100 words max)* *(Please provide the summary of Project Beneficiaries)*	
Project Implementation Partners	

Primary Project Sector & Areas
 	
*(Please **tick <u>ONE</u>** most relevant sector and indicate its area(s).)*
	☐ Environment
	   - *Area(s):*
	☐ Tourism
	   - *Area(s):*
	☐ Connectivity
	   - *Area(s):*
	☐ Agriculture and Fisheries:
	   - *Area(s):*

Secondary Project Sector & Areas
 	
*(Please **tick <u>AT LEAST ONE</u>** relevant sector(s) and indicate its area(s).)*
	☐ Environment
	   - *Area(s):*
	☐ Tourism
	   - *Area(s):*
	☐ Connectivity
	   - *Area(s):*
	☐ Agriculture and Fisheries:
	   - *Area(s):*

Category of Project to be Implemented	☐ Policy and regulatory framework ☐ Sector master plan ☐ Pre-feasibility or feasibility study ☐ A small-scale demonstration ☐ National Determined Contribution implementation ☐ Green recovery and green employment ☐ Capacity building and public awareness ☐ Others *(50 words max.):*

2. Project Justification

2.1 Project Justification and Beneficiary
Problem Analysis *(max. 600 words)*
Please provide: 1) *a description of the current situation or issue related to the project (background, geographic region, and beneficiaries, etc).* 2) *an analysis of the problem the project is trying to address. <u>Develop a Problem Tree</u> by defining the core problem and identifying its causes and effects. <u>The description must be clearly linked to the project's objectives and how the project will address the problem.</u>*
Project History *(max. 200 words)*
List any related projects or activities, whether current or complete. Describe how this new proposal would complement them. Details of any related current or complete projects may also be included, as well as lessons learned.
Project Beneficiaries *(max. 250 words)*
Please state who and approximately how many people would directly and indirectly benefit from this project, how many of these beneficiaries would be men, and how many would be women.
2.2 Project Description *This section is designed to provide a detailed description of the project's objectives and activities, as outlined in the attached* **Logical Framework (Appendix 1).**
Project Objective *(max. 300 words)*
Please indicate and describe the overall objective, the expected outcomes, and the outputs of the project in detail. It should be consistent with the <u>Logical Framework (Appendix 1).</u>
Main Activities *(max. 300 words)*
List and describe the main activities that the project will implement to achieve the above outputs and outcomes in detail. The project breakdown should be consistent with the <u>Logical Framework (Appendix 1).</u>

2.3 Project Implementation Arrangement

Management Arrangements *(max. 200 words)*

Describe and visualize the project's management structure, coordination mechanisms, and the project management reporting line.

Project Team Composition *(max. 200 words)*

Describe briefly the type and number of personnel involved in the project. Include and specify the terms of reference for each position in Annex 3 (Institutional Portfolio and Terms of Reference for Human Resources).

Monitoring and Evaluation Arrangements *(max. 300 words)*

Describe the monitoring and evaluation arrangement of the project.

2.4 Gender and Other Cross-Cutting Issues

Gender *(max. 200 words)*

Indicate how gender-related issues will be taken into account during project implementation, specifically addressing how women and men would equally benefit from the project and whether the proposed project has allocated resources for this purpose. Proposals must ensure that projects provide equal opportunities for participation, where appropriate, and how this will be monitored.

Other Cross-Cutting Issues *(max. 200 words)*

Indicate cross-cutting issues and state how these issues will be addressed by the project, as applicable.

2.5 Potential Risks

Potential Risks & Mitigation Strategy and Measures

Outline all potential risks or threats in the Project Results and corresponding mitigation strategies. The table below can be adjusted as necessary.

Potential Risks	Probability	Impact	Mitigation Strategy
	Low/Mid/High	*Low/Mid/High*	

2.6 Project Sustainability and Scale-up *(max. 300 words)*

State how the outputs and benefits of the project will be 1) <u>sustained after the proponent's exit</u> and 2) <u>scaled up</u> (expansion or replication) after the project is completed. The project is encouraged to be further developed into an upscalable and influential project that would economically or socially benefit the target country(ies).

Appendix 1. LOGICAL FRAMEWORK

Using the provided template, please provide a comprehensive description of the project's logical framework. If additional rows are required, ensure the structure remains consistent by copying and pasting an existing row into the respective section. Note that this section will not be included in the page count of the Proposal.

Project Results	Indicator(s)	Baseline	Target		Means of Verification	Source of Data
			Mid-term	Final		
Outcome 1 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Output 1.1 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 1.1.1	[Insert Text Here]					
Activity 1.1.2	[Insert Text Here]					
Output 1.2 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 1.2.1	[Insert Text Here]					
Activity 1.2.2	[Insert Text Here]					
Output 1.3 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 1.3.1	[Insert Text Here]					
Activity 1.3.2	[Insert Text Here]					
Outcome 2 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Output 2.1 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 2.1.1	[Insert Text Here]					
Activity 2.1.2	[Insert Text Here]					

Template ver. 5.0

GGGI

Project Results	Indicator(s)	Baseline	Mid-term	Final	Means of Verification	Source of Data
Output 2.2 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 2.2.1	[Insert Text Here]					
Activity 2.2.2	[Insert Text Here]					
Output 2.3 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 2.3.1	[Insert Text Here]					
Activity 2.3.2	[Insert Text Here]					
Outcome 3 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Output 3.1 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 3.1.1	[Insert Text Here]					
Activity 3.1.2	[Insert Text Here]					
Output 3.2 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 3.2.1	[Insert Text Here]					
Activity 3.2.2	[Insert Text Here]					
Output 3.3 [Insert Description Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]	[Insert Text Here]
Activity 3.3.1	[Insert Text Here]					
Activity 3.3.2	[Insert Text Here]					

Template ver. 5.0

GGGI

APPENDIX 3 Budget Proposal

Budget Summary

Input at green colored cells only. Please modify the functions for each cell to accommodate all outputs

Project Title	

Please add rows for each Output , and modify functions to the corresponding sheet name & cells

Validation	Budget YEAR1	Budget YEAR2	Total Budget
Output 1.1	-	-	-
Output 1.2	-	-	-
Output 2.1	-	-	-
Output 3.1	-	-	-
Budget Total	-	-	-

Do not modify the row content . Only modify the functions for Year1, Year2 columns to add on any additional outputs.

Validation 2	Budget Gro	Budget Group	YEAR1	YEAR2	Total
Budget Group: Personnel	G001	Personnel	-	-	-
Budget Group: Outsourcing	G002	Outsourcing	-	-	-
Budget Group: Travel	G003	Travel	-	-	-
Budget Group: Rental	G004	Rental	-	-	-
Budget Group: Professional	G005	Professional	-	-	-
Budget Group: Acquisition	G006	Acquisition	-	-	-
Budget Group: Communication	G008	Communication	-	-	-
Budget Group: Supplies & Maintenance	G009	Supplies Maintenance	-	-	-
Budget Group: Information	G010	Information	-	-	-
Budget Group: Events/Workshop	G011	Events/Workshop	-	-	-
Budget Group: Others	G013	Others	-	-	-
Total			-	-	-

Please add(insert) column cells for additional Output , and modify functions to the corresponding sheet name & cells

Validation 3	Budget Gro	Budget Group	Output 1.1	Output 1.2	Output 2.1	Output 3.1	Total
Budget Group: Personnel	G001	Personnel	-	-	-	-	-
Budget Group: Outsourcing	G002	Outsourcing	-	-	-	-	-
Budget Group: Travel	G003	Travel	-	-	-	-	-
Budget Group: Rental	G004	Rental	-	-	-	-	-
Budget Group: Professional	G005	Professional	-	-	-	-	-
Budget Group: Acquisition of Assets	G006	Acquisition	-	-	-	-	-
Budget Group: Communication	G008	Communication	-	-	-	-	-
Budget Group: Supplies & Maintenance	G009	Supplies Maintenance	-	-	-	-	-
Budget Group: Information	G010	Information	-	-	-	-	-
Budget Group: Events/Workshop	G011	Events/Workshop	-	-	-	-	-
Budget Group: Others	G013	Others	-	-	-	-	-
Total			-	-	-	-	-

Budget Details

Output Level	No	Output Number	Budget Group	Description	YEAR1						YEAR2						Total Budget
Project Title					Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR1	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR2	
Output 1.1																	
			Budget Group: Personnel														
			Budget Heading: Staff														
	1	Output 1.1	Personnel														
	2	Output 1.1	Personnel														
			Budget Group: Outsourcing														
			Budget Heading: Consultant														
	1	Output 1.1	Outsourcing														
	2	Output 1.1	Outsourcing														
			Budget Heading: Consulting firm														
	1	Output 1.1	Outsourcing														
	2	Output 1.1	Outsourcing														
			Budget Group: Travel														
	1	Output 1.1	Travel														
	2	Output 1.1	Travel														
			Budget Group: Rental														
	1	Output 1.1	Rental														
	2	Output 1.1	Rental														
			Budget Group: Professional														
	1	Output 1.1	Professional														
	2	Output 1.1	Professional														
			Budget Group: Acquisition														
	1	Output 1.1	Acquisition														
	2	Output 1.1	Acquisition														
			Budget Group: Communication														
	1	Output 1.1	Communication														
	2	Output 1.1	Communication														
			Budget Group: Supplies & Maintenance														
	1	Output 1.1	Supplies/Maintenance														
	2	Output 1.1	Supplies/Maintenance														
			Budget Group: Information														
	1	Output 1.1	Information														
	2	Output 1.1	Information														
			Budget Group: Events/Workshop														
	1	Output 1.1	Events/Workshop														
	2	Output 1.1	Events/Workshop														
			Budget Group: Others														
	1	Output 1.1	Others														
	2	Output 1.1	Others														
Output 1.1	Output Total																
Output 1.2																	
			Budget Group: Personnel														
			Budget Heading: Staff														
	1	Output 1.2	Personnel														
	2	Output 1.2	Personnel														
			Budget Group: Outsourcing														
			Budget Heading: Consultant														
	1	Output 1.2	Outsourcing														
	2	Output 1.2	Outsourcing														
			Budget Heading: Consulting firm														
	1	Output 1.2	Outsourcing														
	2	Output 1.2	Outsourcing														
			Budget Group: Travel														
	1	Output 1.2	Travel														
	2	Output 1.2	Travel														
			Budget Group: Rental														
	1	Output 1.2	Rental														
	2	Output 1.2	Rental														
			Budget Group: Professional														
	1	Output 1.2	Professional														
	2	Output 1.2	Professional														
			Budget Group: Acquisition														
	1	Output 1.2	Acquisition														
	2	Output 1.2	Acquisition														
			Budget Group: Communication														
	1	Output 1.2	Communication														
	2	Output 1.2	Communication														
			Budget Group: Supplies & Maintenance														
	1	Output 1.2	Supplies/Maintenance														
	2	Output 1.2	Supplies/Maintenance														
			Budget Group: Information														
	1	Output 1.2	Information														
	2	Output 1.2	Information														
			Budget Group: Events/Workshop														
	1	Output 1.2	Events/Workshop														
	2	Output 1.2	Events/Workshop														
			Budget Group: Others														
	1	Output 1.2	Others														
	2	Output 1.2	Others														
Output 1.2	Output Total																
Budget Total																	

Budget Details

Project Title						YEAR1						YEAR2						Total Budget
Output Level	No	Output Number	Budget Group	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR1	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR2	Total Budget
Output 2.1																	
			Budget Group: Personnel														
			Budget Heading: Staff														
	1	Output 2.1	Personnel														
	2	Output 2.1	Personnel														
			Budget Group: Outsourcing														
			Budget Heading: Consultant														
	1	Output 2.1	Outsourcing														
	2	Output 2.1	Outsourcing														
			Budget Heading: Consulting Firm														
	1	Output 2.1	Outsourcing														
	2	Output 2.1	Outsourcing														
			Budget Group: Travel														
	1	Output 2.1	Travel														
	2	Output 2.1	Travel														
			Budget Group: Rental														
	1	Output 2.1	Rental														
	2	Output 2.1	Rental														
			Budget Group: Professional														
	1	Output 2.1	Professional														
	2	Output 2.1	Professional														
			Budget Group: Acquisition														
	1	Output 2.1	Acquisition														
	2	Output 2.1	Acquisition														
			Budget Group: Communication														
	1	Output 2.1	Communication														
	2	Output 2.1	Communication														
			Budget Group: Supplies & Maintenance														
	1	Output 2.1	SuppliesMaintenance														
	2	Output 2.1	SuppliesMaintenance														
			Budget Group: Information														
	1	Output 2.1	Information														
	2	Output 2.1	Information														
			Budget Group: Events/Workshop														
	1	Output 2.1	Events/Workshop														
	2	Output 2.1	Events/Workshop														
			Budget Group: Others														
	1	Output 2.1	Others														
	2	Output 2.1	Others														
Output 2.1	Output Total									-						-	-
Budget Total										-						-	-

Budget Details

Project Title						YEAR1						YEAR2						Total Budget
Output Level	No	Output Number	Budget Group	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR1	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Budget YEAR2	Total Budget
Output 3.1																	
			Budget Group: Personnel														
			Budget Heading: Staff														
	1	Output 3.1	Personnel														
	2	Output 3.1	Personnel														
			Budget Group: Outsourcing														
			Budget Heading: Consultant														
	1	Output 3.1	Outsourcing														
	2	Output 3.1	Outsourcing														
			Budget Heading: Consulting Firm														
	1	Output 3.1	Outsourcing														
	2	Output 3.1	Outsourcing														
			Budget Group: Travel														
	1	Output 3.1	Travel														
	2	Output 3.1	Travel														
			Budget Group: Rental														
	1	Output 3.1	Rental														
	2	Output 3.1	Rental														
			Budget Group: Professional														
	1	Output 3.1	Professional														
	2	Output 3.1	Professional														
			Budget Group: Acquisition														
	1	Output 3.1	Acquisition														
	2	Output 3.1	Acquisition														
			Budget Group: Communication														
	1	Output 3.1	Communication														
	2	Output 3.1	Communication														
			Budget Group: Supplies & Maintenance														
	1	Output 3.1	SuppliesMaintenance														
	2	Output 3.1	SuppliesMaintenance														
			Budget Group: Information														
	1	Output 3.1	Information														
	2	Output 3.1	Information														
			Budget Group: Events/Workshop														
	1	Output 3.1	Events/Workshop														
	2	Output 3.1	Events/Workshop														
			Budget Group: Others														
	1	Output 3.1	Others														
	2	Output 3.1	Others														
Output 3.1	Output Total									-						-	-
Budget Total										-						-	-

Travel Detail Guidelines

1. Input at green colored cells only. Add new rows as needed. Please remove any unused rows.
2. Refer to the BKCF Manual 6.2. Activity Cost for detailed guidance on travel costs.
3. Make sure the grand total is aligned with the total travel costs in the "Summary" tab.
4. Describe the details of travel activities in the "Description" section.
For example, details for airfare should include:
  1) International (Country) or Local, 2) Round-trip or One-way, 3) Travel Purpose, 4) Traveler (proponent/participant)
5. Units can be adjusted as necessary.

Budget Type	Total Cost
Accommodation	-
Airfare	1,600
Per Diem	300
Other Transportation Costs	-
Others	-
Grand Total	1,900

Budget Item	Budget Type	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
Outcome 1								
Output 1.1								1,900
Activity 1.1.1	Airfare	ex) (Philippines) Round trip international airfare to for workshop participants	$800.00	2	Person	1	Time	1,600
Activity 1.1.2	Per Diem	ex) Per diem for 5 people for 3 days	$50.00	2	Person	3	Day	300
Output 1.2								-
Activity 1.2.1	Select from Drop-Down List							-
Activity 1.2.2	Select from Drop-Down List							-
Outcome 2								
Output 2.1								-
Activity 2.1.1	Select from Drop-Down List							-
Activity 2.1.2	Select from Drop-Down List							-
Output 2.2								-
Activity 2.2.1	Select from Drop-Down List							-
Activity 2.2.2	Select from Drop-Down List							-
Outcome 3								
Output 3.1								-
Activity 3.1.1	Select from Drop-Down List							-
Activity 3.1.2	Select from Drop-Down List							-
Output 3.2								-
Activity 3.2.1	Select from Drop-Down List							-
Activity 3.2.2	Select from Drop-Down List							-
Grand Total								1,900

Event Detail Guidelines

1. Input at green colored cells only. Add new rows as needed. Please remove any unused rows.
2. Refer to the BKCF Manual 6.2. Activity Cost for detailed guidance on event costs.
All costs relevant to hosting any event (workshop/training session/conference) should be included in the sheet.
3. Describe the details of event activities in the "Description" section.
4. Units can be adjusted as necessary.

Budget Item	Budget Group	Description	Unit Cost (USD)	Quantity 1	Unit 1	Quantity 2	Unit 2	Total Cost (USD)
Outcome 1								
Output 1.1								1,200
Activity 1.1.1	Meeting Package	ex) Meeting package (1 venue, 1 lunch, 2 coffee breaks) for 10 people for 2 days	$50.00	10	Person	2	Day	1,000
Activity 1.1.2	Interpretation	ex) Simultaneous interpretation for 1 day	$200.00	1	Person	1	Day	200
Activity 1.1.3								-
Output 1.2								-
Activity 1.2.1								-
Activity 1.2.2								-
Outcome 2								
Output 2.1								-
Activity 2.1.1								-
Activity 2.1.2								-
Output 2.2								-
Activity 2.2.1								-
Activity 2.2.2								-
Outcome 3								
Output 3.1								-
Activity 3.1.1								-
Activity 3.1.2								-
Output 3.2								-
Activity 3.2.1								-
Activity 3.2.2								-
Grand Total								1,200

Due Diligence Form for Grantees

Grant value over USD50,000

Form- II

What is the purpose of this document?

This form is intended to support GGGI personnel on conducting due diligence of Grantees (both private and non-private) as required under GGGI policies.1 This form (all parts of Section A) should be filled out by the Grantee.

How to complete this document?

This document should be completed by the grantee that manages and implement the activities to be funded by the grant.

Please be concise. If you need to include any additional information, please attach it. A supporting documents checklist is provided on the last page. While filling-in the responses to this Self-Assessment, please reference supporting documents in each section. For large supporting documents please reference the appropriate sections/chapters of the documents (including page numbers, where relevant).

How to get support in completing and submitting this document?

If you are not sure how to complete this questionnaire, or require support, please send an e-mail to the relevant the relevant GGGI Country Office or to the Finance Unit at headquarters.

Please submit the completed assessment form and supporting documents to:
bkcf@gggi.org

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1 Relevant policies include *Rules on Grant, Rules on Private Sector Engagement, Interim Consortia Process, Rules on Integrity Due Diligence, Rules on Sustainability and Safeguards and Rules on Child Protection.*

1. GENERAL AND CONTACT INFORMATION

This section must be completed with all relevant information as outlined below.

1.1 Organization size and location

Type here

1.2 Organization size and location

Please provide:
 i. Country of incorporation:
 ii. Date of incorporation/establishment:
 iii. Number of head count / staff count.
 iv. Amount of organization assets (as per latest balance sheet when applicable)
 v. Location(s) of local/ regional/international offices

Type here

1.3 Registration Number, Articles of Incorporation, Statutory Order, Ministerial Decree

Type here

1.4 Regulatory Authority

This may vary depending on the type of Applicant: e.g., Ministry, and/or Department for of National Government, Trustee, Board inter alia)

Type here

1.5 Full registered address (and if different, Address of Principal Place of Business)

Type here

1.6 Contact person / official designation.

The listed official shall be the official contact person for the duration of the Application. Please also note secondary official.

Type here

1.7 Contact details (e.g., telephone, email, mailing address, fax, website etc.)

Type here

1.8 Principal activities

Please explain Principal activities of your organization, and linkages to Environmental, Social and Governance

Type here

2. PILLAR 1. LEGAL FRAMEWORK

This section outlines details on the organization's legal framework and status, and should be substantiated by the organization's founding legal document, such as a constitution, charter, memorandum of incorporation, etc.

1.9 Please provide a description on the legal status of the organization (e.g., government ministry/department, limited liability company, etc.)

In case of a government ministry/department:
  i. Does it possess individual legal personality and is it a separate legal entity from the government and does the ministry have the mandate and authority to apply for international financing and enter into financing agreements and/or directly receive financing to implement readiness activities in its own name and on its own behalf or does it act on behalf of the government or does it require prior approval of its Ministry of Finance prior to the receipt of funds?
  ii. Can the ministry/department receive international funds and act in its own name and on its own behalf; please specify which other institutions have provided international financing to the ministry/department.

In case of NGO / INGO / Company:
  i. Does your organization have the appropriate registration with the respective department of the government?
  ii. Is the NGO / INGO / Company authorized to receive funds from National / International Donors directly, or are funds required to be received by the government?

Type here

1.10 Does the organization have the necessary registrations and mandate to undertake the planned activities? Please describe and include relevant documents.

Type here

3. PILLAR 2. STRUCTURE AND CULTURE

This section covers the organization's institutional/corporate structure and provides an outline of its composition, as well as the measures to ensure sound management of human and financial resources.

2.1 Describe the scope of operations of the organization, including geographical scope, activities scope, and financial scale of donor-funded projects annually.

Type here

2.2 Provide an organizational chart, including clearly defined roles and responsibilities for management, auditors, governance bodies, administrative functions (e.g., Finance, Procurement).

Please elaborate on the hierarchy, reporting lines and distinction between operations between the key units/divisions/departments.

Type here

2.3 Was your institution ever subject to any fiduciary standard assessment (FSA) by an international organization (e.g., UN, multilateral development bank, European Commission Pillar Assessment, bilateral donor, etc.) or local regulatory authority? If yes, please provide the following details and provide relevant documents[2]

  i. What kind of assessment[3] was conducted and when was it done? Is a report publicly available?
  ii. Provide the outcome of the same and subsequent contract with the organization(s).
  iii. Were there any violations or non-conformance against those fiduciary standards by the entity? And/or, were there any other 'major findings' / 'flagged issues', and any 'Recommendations' provided in the FSA? If so, what mitigation measures have been taken in response by your organization?

Type here

2.4 In cases not covered by a procurement process, does your organization have a policy to remunerate other personnel who are not staff? Please provide details on the hiring/contract modality (e.g., procurement or Human Resources) and on pay scale. Include the policy supporting documents or refer to relevant documents if already covered in section 5 Procurement.

Type here

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[2] If it is 'Confidential document', please obtain permission of the authority for sharing it with GGGI for the FMCA review.
[3] Such assessments may include public financial management assessments, assessments that measure compliance with international best practices, and the like.

4. PILLAR 3. FINANCIAL MANAGEMENT

This section contains information regarding accounting and internal control systems. It requests important details and documentation that are necessary to assess the organization's ability to safeguard financial resources and ensure it systems and policies are designed to prevent, or minimize, the risk of corruption and fraud.

3.1 Accounting standards followed by the organization (e.g., GAAP, IFRS, IAAS, IPSAS)

Please elaborate how any of these or other standards are fitted-in and/or customized for the organization. If adhering to National Guidelines, please elaborate upon this, and provide as part of the Document Checklist.

Type here

3.2 Describe the organization's accounting system including the internal control framework (e.g., refer to key policies if applicable).

If there is no 'Internal Audit' department/unit in the organization, please provide information concerning the relevant policy document as to how the internal control oversight is managed within the organization?

Type here

3.3 Provide details on the accounting software used by the organization[4]

Please elaborate on the Accounting Software: name, manufacturer, essential features (modules) restriction rights, how it has been adapted, customized / fitted-for your organization, and how it functions concerning your organization's accounting system vis-à-vis financial management.

Type here

3.4 Specify the position of the controller (or person responsible for financial management and financial oversight) within the organization.

Type here

3.5 Describe the composition of key staff in the area of financial management (i.e., number, qualifications, roles, and responsibilities) or provide evidence that key staff have the necessary knowledge, skills, and experience.

Please provide CVs of the key staff/personnel that will be involved with the GGGI Readiness project.

Type here

3.6 Provide a description of the internal audit function and a schedule of the audits performed in the last 2 years. If internal auditing is outsourced, provide the name of the firm and describe how the arrangement works. If internal

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[4] e.g., allow for comparison among reporting periods, track record in the preparation of financial statements, budgets, monitor expenditures against budgets.

audit is conducted internally, describe the qualifications and experience of key staff. Include / provide copies of last 2 reports.

Please mention the Major Findings / Recommendations of the Internal Audits, and whether there are any flagged issue(s). If there are Major Findings and/or recommendation, how has your organization addressed these? What mitigation measures have been implemented to address the Findings and Recommendations of the Internal Audit?

Type here

3.7 Name of the organization responsible for external auditing and specify how the audit recommendations are followed up, if applicable

Please Include / provide copies of last two (2) years' Audit Reports, including Certified Financial Statements (the FS should include the 'Notes to the Financial Statements').

Please mention the Major Findings / Recommendations of the Internal Audits, and whether there are any flagged issue(s).

If there are Major Findings and/or recommendation, how has your organization addressed these? What mitigation measures have been implemented to address the Findings and Recommendations of the External Audit?

Type here

3.8 Describe how the organization ensures that resources are only spent for their stated and agreed purposes (e.g., using a separate bank account for the readiness Grant Agreement, procedures for overseeing and verifying the use of proceeds, etc.)

Type here

3.9 Describe how the organization ensures zero tolerance for fraud, financial mismanagement, and other forms of prohibited practices by staff members, consultants, contractors, etc. Please include relevant policies and audits if applicable. Describe how the organization handled occurrences of non-compliance, if they have occurred.

Please also elaborate on your organization's Anti-money Laundering (AML), and Counter Finance to Terrorism (CFT) polies. If your organization does not have its own policies, but rather follows National Government, and/or Donor Guidelines (e.g., World Bank, UNDP) please provide the relevant information and reference in the Document Checklist.

(Please refer to Annex-1; Point-1 of this Self-Assessment).

Type here

5. PILLAR 4. PROCUREMENT

This section gives an assessment of how procurement is handled by the organization and the overall approach employed in the selection of consultants and the acquisition of goods and services. This is important to ensure procurement is conducted in a manner that optimizes value for money and protects the interests of both the organization and the supplier.

4.1 Describe the procurement procedures including procurement methods for selection of consultants and procurement of goods and services.

Type here

4.2 Levels of endorsing and approving authority. Please specify:
  i. Procurement guidelines or standards, procurement methods and applicable thresholds, including composition and role of procurement committee.
  ii. Procedures for overseeing the procurement function

Please provide a summary table of the Types of Procurement (Solicitation Methods) as well as accompanying Financial Thresholds.

Type here

4.3 Policy on fraud and corruption in procurement cases

Within this Section, please elaborate on your organizations COI Policy as it pertains to Procurement Actions.

In addition, please explain how AML/CFT policies vis-à-vis safeguarding processing of payments.

Type here

4.4 Ineligibility criteria or favorability criteria for vendor selection

Type here

4.5 Criteria used to evaluate goods and service providers

Type here

6. PILLAR 5. PROJECT MANAGEMENT

This section details how the organization manages its projects and project-related operations. It covers the overall management process including monitoring and evaluating performance.

5.1 Describe the parts/units of the organization that will be directly involved in the GGGI-related activity. Specify number of staff and the division(s) involved. Specify if your organization will benefit from relationships with other programmes, other entities, or other parts of government as applicable.

Type here

5.2 Does the organization have policies and procedures to manage projects that are implemented directly by the organization or indirectly through sub-recipients?

Please describe, or include relevant documents, or refer to the relevant documents if already covered in Section-5 for Procurement.

Type here

5.3 Provide a list of recent projects/programmes in the past 5 years that received funding from multilateral development banks and bilateral donors[5]

Please use the provided Project Reference Table, one for each project.

Project Name:	Type here
Country of Implementation	Type here
Funding Source[6]:	Type here
Project Value[7]:	Type here
Dates of Performance:	Type here
Project Outcomes / Results[8]:	Type here

---

[5] Project Reference Tables include areas to list project description/title, country/region of implementation, amounts of income/expenditure, and duration (years or months), purpose and the role your organisation in the project, actual vs planned results/outcomes.

[6] Please indicate the Donor / Funding Source

[7] Please also indicate the currency of the signed project within the Project Value section.

[8] If the Project is "ongoing" please indicate the intended outcomes and/or impact of the project. For this section, please provide an overview of the project: either as a narrative, and/or in bullet points

Project Name:	Type here
Country of Implementation	Type here
Funding Source:	Type here
Project Value:	Type here
Dates of Performance:	Type here
Project Outcomes / Results:	Type here

5.4 **Briefly describe the organization's 'monitoring and evaluation' system of project targets, milestones and achieved results. Briefly describe corrective actions implemented in cases where objectives where not fully achieved as originally forecasted.**

Type here

5.5 **If any recent projects have been formally reviewed or evaluated, please provide a copy of the relevant review, evaluation, or assessment report in the past 5 years.**

Type here

5.6 **Describe the organization's processes and procedures to ensure the early identification of risk and to take remedial action[9]**

If the Organization has a Risk Management Policy, Guidance Document and/or SOP, kindly elaborate, and reference with the Document Checklist.

If your organization does not have a specific Risk Management Policy/SOP, then please provide information on your organizations' Risk Management approach: including Risk Identification, categorization, and mitigation.

(Please refer to Annex-1; Point-II of this Self-Assessment).

Type here

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[9] e.g., system in place to ensure speedy solutions to problems which may interfere with the achievement of the project objectives or lead to unintended negative consequences, examples of project problems identified and addressed to demonstrate effectiveness of the system.

7. PILLAR 6. SAFEGUARDS

This section gives an assessment of how environmental and social issues are handled by the organization. This is important to ensure organization follows UN and Global standards.

6.1 Does the Grantee follow the principles of the UN Global Compact?.

Type here

6.2 Does the Grantee publish an environmental or sustainability report, disclosing information on its environmental / CSR policy & performance?

Type here

6.3 Does the Grantee have a policy and monitoring system to ensure human rights are adequately protected?

Type here

6.4 Does the Grantee have a policy and monitoring system to ensure labour rights are adequately protected, including prevention of human trafficking and modern slavery?

Type here

6.5 Does the Grantee have a policy and monitoring system to ensure prevention of child exploitation and abuse, including child labour?

Type here

6.6 Does the Grantee have a policy and monitoring system to minimize environmental damage at its operations?

Type here

6.7 Does the Grantee have a policy and monitoring system stating that it will not engage in corruption at any time or in any form in its interaction with Grantees and contractors?

Type here

NOTE FOR GGGI STAFF : If Grantee answered "no" or fails to answer to any of the above questions, please consult with CAID.

Guide to the Critical Document Checklist

a) If your Organization does not have a particular Manual, Policy, Guideline, SOP of its own but rather follows the Polices/Regulations, Guidelines of the Government and/or any other Organization's (UN/UNDP, WB, ADB), then those governing documents should be provided and duly referenced in the Self-Assessment.

b) External Audit Reports of the Government Department(s) may include, Statutory Audit Reports, while that of the (I)NGOs, and Companies by Audit Firms.

c) All Critical Documents provided for FMCA review(s) are strictly maintained as "Confidential" by GGGI and are exclusively used for FMCA reviews. These are not shared, discussed, or revealed, in part and/or in full, to any other entity whatsoever. If applicants have specific questions concerning the FMCA process and/or, questions on confidentiality, required documentation, please send an email to bkcf@gggi.org with reference to your application and the nominated focal point).

d) Omission and/or inability to share critical documents will have a direct impact on the FMCA review.

Please focus on providing the requested documents. Within the Document Name / File Name column, please input the name of the policy/procedure/manual. For the Attachment column, please ensure to number the documents when they are attached as part of the application and indicate the Attachment Number for each document.

8. FMCA Supporting Document Checklist

Pillar-1: Organization and Legal Framework

#	Type of Supporting Documents	Doc/File Name	Attachment #
1	**Legal registration of the entity and/or founding legal document, Charter etc.** This may be a statutory/government Order/Memo, or any Founding/Creation document issued by the competent authority.	Type here	Type here
2	**Constitution / Articles of Incorporation of the Organization / Entity**	Type here	Type here
3	**Latest Annual Report(s) of the Organization / Entity**	Type here	Type here

Pillar-2: Structure and Culture, including considerations on Code of Conduct and Ethics

#	Type of Supporting Documents	Doc/File Name	Attachment #
4	**Organizational Structure/Chart, Organogram; Governance, etc.** • Please provide a brief elaboration on the hierarchy; reporting lines between key units/divisions/departments	Type here	Type here
5	**Management Structure** • Identifying and elaborating on key Units/Departments, including Internal Audit Function. • Roles and responsibilities of key unit staff (Unit/Department Heads, Finance, DOA holders, inter alia.)	Type here	Type here
6	**Operations and/or Administrative Manual (including Financial roles/functions) Policies, Procedures, SOPs** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
7	**HR Policies, Procedures, Manual, SOP etc.** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
8	**Code of Conduct or the Organization & Ethical Standards for Staff/Personnel** • Please reference relevant Sections for review	Type here	Type here

Pillar-3: Financial Management, including Management of Risk

#	Type of Supporting Documents	Doc/File Name	Attachment #
9	**Financial Management Manual, Accounting Policies & Guidelines, SOP etc.**	Type here	Type here
10	**Main Accounting policies of the Entity; and Accounting Software used/adopted.** • This should be elaborated upon in Section 3.1 & 3.2 of the Self-Assessment • If the Applicant follows Governments' and/or any other Organizations' (UN/UNDP, WB, ADB) regulations / policies	Type here	Type here

#	Type of Supporting Documents	Doc/File Name	Attachment #
	in lieu of its own FMM/SOP, then those governing documents should be provided/referred.		
11	**Internal Control Framework (ICF), including procedures against Fraud & Corruption.** • If there is no specific Policy/SOP related to ICF, then please provide other relevant documents re: internal control of the Organization	Type here	Type here
12	**Internal Audit Reports (past two years)** • If there is no 'Internal Audit' department/unit, please provide any other relevant document (if have any) as to how the internal control oversight is done	Type here	Type here
13	**Annual Financial Statements or Certified Financial Statements of the past two years (including Notes to Finance by the Auditor)** • All applicants are required to submit Statutory or External Audit Reports; donor funded project audit reports are welcomed in addition to external audit reports. • Balance sheet statement • Profit and loss statement • Pash flow statements	Type here	Type here
14	**External Audit Reports (past two years) conducted by Government / Statutory Department, or**	Type here	Type here
15	**Fiduciary assessment report(s)** • Please reference major findings and recommendations sections	Type here	Type here
16	**General Anti-Money Laundering (AML) and Combating Finance of Terrorism (CFT) Policies, Practices and Procedures** • If the Applicant follows Governments' and/or any other Organizations' (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here

Pillar-4: Procurement Policies and Procedures

#	Type of Supporting Documents	Doc/File Name	Attachment #
17	**Procurement Manual, Policies and Procedure, SOP etc.** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
18	**Delegation of Authority / Financial Thresholds** • Please ensure to include this in Section 4.2 of the Self-Assessment	Type here	Type here

#	Type of Supporting Documents	Doc/File Name	Attachment #
19	**Conflict of Interests (COI) Policy** • Procurement process and related areas	Type here	Type here
Pillar-5: Programme / Project Management			
#	**Type of Supporting Documents**	**Doc/File Name**	**Attachment #**
20	**Program / Project Management Manual, Policies, Procedures, SOP, etc.** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
21	**Monitoring and Evaluation Policies, Procedures, and Guidelines** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
22	**Track record of the past and/or ongoing project(s) the Organization implemented including Results/Outcomes.** • Non-exhaustive list of projects, rather, please present relevant/recent projects within the past 5years	Type here	Type here
23	**External evaluation(s) / assessment(s) of past or ongoing Projects and Program (if any)**	Type here	Type here
24	**Risk Assessment and Risk Management Policies of the Organization (if any)** • If the Applicant follows Governments' and/or any other Organization's (UN/UNDP, WB, ADB) regulations / policies in lieu of its own FMM/SOP, then those governing documents should be provided/referred.	Type here	Type here
25	**CVs of key Finance and Project staff** • CVs should be provided for personnel that are to be involved/associated with projects with GGGI Funding	Type here	Type here
26	**Relevant Institutional publications, communications, reports, and references; and official website of DP** • Relevant project reports, accommodations, project publications, as well as official website, inter alia.	Type here	Type here

9. Annex 1: AML/CFT Questionnaire

I. General Anti-Money Laundering (AML) and Combating Finance of Terrorism (CFT) Policies, Practices and Procedures

1. Please provide copies of the organization's written policies, standards and procedures regarding Anti-Money Laundering (AML), Combating Finance of Terrorism (CFT) and Customer Due Diligence (CDD) practices, including any integrity policies.

2. Does the organization have compliance program/office that includes a designated officer responsible for coordinating and overseeing the AML/CFT? Does the organization use third parties to carry out any components of its AML/CFT or sanctions procedures? (If yes, please explain)   Yes ☐   No ☐

II. Risk Assessment

3. Please provide a copy of any AML/CFT and risk assessment policy for your organization.

III. Due Diligence, and Enhanced Due Diligence

4. Please provide a copy of any policy that addresses counterparties, Politically Exposed Persons[5], and sanctioned parties.

5. Do the organization's policies (AML/CFT, CDD) require the identification and verification of counterparties? Are ultimate beneficial owners, authorized signatories, key controllers and other relevant parties identified and verified?   Yes ☐   No ☐

6. Does the organization have procedures to keep records pertinent to customers' identifications and transactions?   Yes ☐   No ☐

7. When conducting CDD, does the organization gather information on the following components: Ownership structure, expected activities, nature of business/activities, purpose and nature of relationship, source of funds, and source of wealth? (Please explain which ones, if not all).   Yes ☐   No ☐

8. Does the organization give counterparties a risk classification? (If yes, please explain factors/criteria).   Yes ☐   No ☐

IV. Sanctions

9. Does the organization regularly screen counterparties (including beneficial ownership, associates and relates parties, and employees) and transactions against lists of persons, entities or countries issued by the UNSC/government/competent authorities? (if yes, please explain which ones, how frequently, and if screenings are conducted using automatic methods/software, please specify which one)   Yes ☐   No ☐

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[5] A politically exposed person (PEP) is an individual who is or has been entrusted with a prominent public function; this includes their family member(s) or close associate(s). For example, Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials, members of senior management of international organisations and their equivalents. Family members are individuals who are related to a PEP either directly (consanguinity) or through marriage or similar (civil) forms of partnership. Close associates are individuals who are closely connected to a PEP, either socially or professionally

APPENDIX 5 Project Deliverables

Annex 1. Project Deliverables

PROJECT DELIVERABLES

Project Title	
Proponent	
Expected Project Start Date	

No.	Deliverables	Disbursement Rate (%)	Expected Submission Date
1	Updated Project Implementation Plan		
...			
	• Project Completion Report • Annual Report • Financial Report	15% (Fixed)	

_____
(Signature)

Name:

Title:

Date:

APPENDIX 6 Project Implementation Plan

Annex 2. Project Implementation Plan

Project Title
Proponent(s)
Date of Project Start mm/dd/yyyy
Date of Update mm/dd/yyyy

	Planned
	Progress
	Delayed
	Completed

*Leave the below "Start", "End", "Progress" section blank at the proposal submission stage

Output	Activity	Details	Start	End	Progress (%)	Year 1 M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10
Outcome 1															
Output 1.1	Activity 1.1.1	(description)													
	Activity 1.1.2	(description)													
Output 1.2	Activity 1.2.1	(description)													
	Activity 1.2.2	(description)													
Outcome 2															
Output 2.1	Activity 2.1.1	(description)													
	Activity 2.1.2	(description)													
Output 2.2	Activity 2.2.1	(description)													
	Activity 2.2.2	(description)													

Annex 3. Institutional Portfolio and TOR for Human Resources

INSTITUTIONAL PORTFOLIO

Using the format below, please provide information on relevant projects previously carried out by your institution (either individually or as a part of a joint venture, consortium or association). Please provide a **maximum of three** experiences, each reflecting the relevance of past projects to the proposed project.

Institution Overview
Provide an overview of your institution, including its goals and focus areas.

Project 1		
Project Name:		
Project Location/ Country:	Number of Professional Staff Provided:	
Duration of Assignments (# of months):	Start Date (D/M/Y):	Completion Date (D/M/Y):
Total Budget (in Current US$):	Name of Senior Staff Involved:	
Project Description		
Project Overview *Please provide an overview of the project, including its objectives and outcomes.*		
Project Activity *Explain the steps/ activities taken to accomplish the objectives and outcomes of the project, as well as the deliverables accomplished at the end of the project.*		

Project 2		
Project Name:		
Project Location/ Country:	Number of Professional Staff Provided:	
Duration of Assignments (# of months):	Start Date (D/M/Y):	Completion Date (D/M/Y):
Total Budget (in Current US$):	Name of Senior Staff Involved:	
Project Description		
Project Overview *Please provide an overview of the project, including its objectives and outcomes.*		
Project Activity *Explain the steps/ activities taken to accomplish the objectives and outcomes of the project, as well as the deliverables accomplished at the end of the project.*		

Annex 3. Institutional Portfolio and TOR for Human Resources

TERMS OF REFERENCE(S) FOR HUMAN RESOURCES

Please provide detailed information on the key human resource positions essential for the successful execution of the proposed project. For each position, complete the sections below, detailing responsibilities and qualifications. Duplicate the table as needed to match the number of roles in your team.

1. *[Insert Position Title]*	
Overview	
Affiliation	
Number of Person(s)	
Duty Station	
Duration	
Engagement Type *Full-time / Part-time*	
Key Responsibilities	
Describe the responsibilities associated with the position and the scope of work.	
Qualifications	
Specify the necessary qualifications for the position directly relevant to the proposed BKCF project. This may include prior experiences, relevant skills, qualifications, and other assets.	

2. *[Insert Position Title]*	
Overview	
Affiliation	
Number of Person(s)	
Duty Station	
Duration	
Engagement Type *Full-time / Part-time*	
Key Responsibilities	
Describe the responsibilities associated with the position and the scope of work.	
Qualifications	
Specify the necessary qualifications for the position directly relevant to the proposed BKCF project. This may include prior experiences, relevant skills, qualifications, and other assets.	

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Annex 3. Institutional Portfolio and TOR for Human Resources

Project Organizational Chart

Create an organizational chart, outlining key human resource positions for the proposed BKCF project.
You can either use the provided template or create one using any software you're comfortable with.

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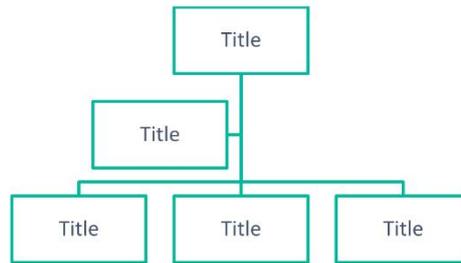
ABOUT THE GLOBAL GREEN GROWTH INSTITUTE

The Global Green Growth Institute was founded to support and promote a model of economic growth known as "green growth", which targets key aspects of economic performance such as poverty reduction, job creation, social inclusion, and environmental sustainability.

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