

Government of Pakistan
Ministry of Energy
(Power Division)


Islamabad 26th April, 2023

CIRCULAR

SUBJECT: DEMAND SURVEY ON COUNTRY SPECIFIC TRAINING PROGRAM FOR THE YEAR 2025

Please find enclosed herewith Ministry of Economic Affairs O.M No. 33(70) SEA/KOICA/2006 dated 13-04-2023 on the subject mentioned above and to say that Korea International Cooperation Agency (KOICA) is conducting demand survey for the country specific training program for the year 2025.

2. It is requested that the requisite input on the subject matter may be furnished to Admn Section before 20-05-2023 positively. The enclosures of the above mentioned letter are placed on Power Division website (i.e. www.power.gov.pk).


(Imran Afras Khan)
Section Officer (Admn)

Distribution: -

1. Senior Joint Secretary (E&D), Power Division, Islamabad.
2. Senior Joint Secretary (Admin), Power Division, Islamabad.
3. Joint Secretary (PF), Power Division, Islamabad.
4. Joint Secretary (Development), Power Division, Islamabad.
5. Joint Secretary (Transmission), Power Division, Islamabad.
6. Joint Secretary (T&S), Power Division, Islamabad.
7. In-charge IT, Power Division, Islamabad.

Government of Pakistan
Ministry of Economic Affairs
(Economic Affairs Division)

No. 33(70) SEA/KOICA/2006

Islamabad the, 13th April, 2023

OFFICE MEMORANDUM

Subject: DEMAND SURVEY ON COUNTRY SPECIFIC TRAINING PROGRAM FOR THE YEAR 2025

The undersigned is directed to refer to subject noted above and to state that Korea International Cooperation Agency (KOICA) is conducting demand survey for the country specific training program for the year 2025.

2. In view of the above, all ministries/Divisions and Provincial Departments are requested to prepare training programme proposals as per attached KOICA's format and submit the same to this Division latest by **10th June, 2023** positively.



(Falha Arslan)
Section Officer (SEA)
Ph: 051-9202084

All Ministries/Divisions and all Provincial Planning & Development Board.

D.S. (Admn)
Dy. No: 1091
Dated: 26-04-2023

AS (III) Dy. No: 817
Dated: 18-4-23

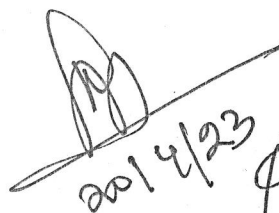
Section Officer (Administration)
Dy No. 694 Dated 26/4/23

2


| |
|----------|
| 17/4/23 |
| AS-I |
| AS-II |
| AS-III |
| SJS (A) |
| JS (D&E) |
| JS (PE) |
| JS (T) |
| JS (DEV) |

for JS (G)
19/4

SO (A)



2014/23



26/4/23

OFFICE

PROGRAM OVERVIEW for Country Program

| | | | | | |
|----------------------------------|---|--------------------------------------|--------------------------------------|--|--|
| Title | Capacity Building for (Target Group) on (Subject) in Country (Duration) Or Capacity Building for (Subject) in Country (Duration) | | | | |
| Target Country | <input type="checkbox"/> Country-specific Program <input type="checkbox"/> Triangular Program | | | | |
| | Country: Name of Country | | | | |
| Duration | 2024-20XX (0 years) | | | | |
| Budget | US\$ 150,000 yearly (Tentative, Subject to Change) | | | | |
| Field/Sector | Priority | 2nd | Cross-cutting | Policy Marker | |
| | Please select from the dropdown list | Please select from the dropdown list | Please select from the dropdown list | Please select from the dropdown list | |
| Proposed by | <input type="checkbox"/> Partner Country <input type="checkbox"/> Government of Republic of Korea <input type="checkbox"/> Donor Agency <input type="checkbox"/> International Organization | | | | |
| Proposer Org. Information | Full Name of the Organization (in Country) | | | | |
| Objectives | <ul style="list-style-type: none"> ▪ ▪ | | | | |
| Outcome | <ul style="list-style-type: none"> ▪ ▪ | | | | |
| Output | <ul style="list-style-type: none"> ▪ Participants who increased their capacity and knowledge on (subject) ▪ Curriculum for (subject) ▪ Action Plan for (subject) | | | | |
| Course Description | Yr. | Length | | Plan (Input) | Method |
| | 1 | 00 | Days | <ul style="list-style-type: none"> ▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review | <input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country) |
| | 2 | 00 | Days | <ul style="list-style-type: none"> ▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review | <input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country) |
| | 3 | 00 | Days | <ul style="list-style-type: none"> ▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review | <input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country) |
| Target Group(s) | Yr. | No. of Participants | | Target Ministry/Org. | Target Position |
| | 1 | | | | <input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) |

| | | | |
|---|--|--|--|
| | 2 | | <input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) |
| | 3 | | <input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) |
| Undertakings | Target Country | | |
| | <ul style="list-style-type: none"> ▪ Recommend eligible participants for the program ▪ Allow participants to fully take part in the program ▪ Utilize output of the program including Action Plan ▪ Disseminate training outcomes | | |
| | KOICA | | |
| | <ul style="list-style-type: none"> ▪ Recruit training organization with expertise and experience ▪ Provide training program in cooperation with training organization by supporting budget and other necessary resources. | | |
| Follow-up Plan/ Exit Strategy | <ul style="list-style-type: none"> ▪ Support participants to join KOICA CIAT alumni network ▪ Support alumni members to disseminate the achievement and knowledge ▪ Provide adequate support to carry out Action Plan | | |
| Policy and Strategy | International | | |
| | <ul style="list-style-type: none"> ▪ SDG X.X.X ▪ SDG X.X.X ▪ Other relevant international policy/strategy | | |
| | National (Target Country) | | |
| | <ul style="list-style-type: none"> ▪ National XXX Plan (20XX-20XX) ▪ National XXX Strategy (20XX-20XX) | | |
| | Republic of Korea (KOICA) | | |
| <ul style="list-style-type: none"> ▪ Country Partnership Strategy XXX Sector - (Specific Strategic Sector) ▪ KOICA Country Program - (Specific Program) | | | |
| Other Relevant Project/ Program | <ul style="list-style-type: none"> ▪ KOICA XXX Project (20XX-20XX) - (How to link) ▪ KOICA WFK Volunteer/Advisor to ORG. (20XX-20XX) - (How to link) ▪ Korea Eximbank XXX Project (20XX-20XX) - (How to link) ▪ United Nations XXX Project (20XX-20XX) - (How to link) | | |

| <p>Communication History</p> | <ul style="list-style-type: none"> ▪ Discussion between KOICA office in XX and Secretary State of XX(Partner Country) ▪ Date of Discussion MM / DD / 2022 ▪ Major Agreement Finalize PCP draft by joint review | | | | | | | | | | | | | | | | | | |
|--|---|---------------------------|--|--|-------------------|------|------|------|------------------------------|-------|-------|-------|-----------------------------|-------|-------|-------|---------------------------------------|-------|-------|
| <p>M&E Plan & Indicator</p> | <ul style="list-style-type: none"> ▪ Survey will be conducted by KOICA HQs every year after the training program: <ol style="list-style-type: none"> 1) Level of Satisfaction 2) Level of Achievement 3) Level of Action Plan Influence ▪ The result of the survey will be reflected to the Program in subsequent year or follow-up program | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Indicators</i></th> <th style="text-align: center;">2024</th> <th style="text-align: center;">2025</th> <th style="text-align: center;">2026</th> </tr> </thead> <tbody> <tr> <td><i>Level of Satisfaction</i></td> <td style="text-align: center;">90.00</td> <td style="text-align: center;">90.03</td> <td style="text-align: center;">90.08</td> </tr> <tr> <td><i>Level of Achievement</i></td> <td style="text-align: center;">94.50</td> <td style="text-align: center;">94.40</td> <td style="text-align: center;">94.27</td> </tr> <tr> <td><i>Level of Action Plan Influence</i></td> <td style="text-align: center;">84.70</td> <td style="text-align: center;">84.87</td> <td style="text-align: center;">85.09</td> </tr> </tbody> </table> | | | | <i>Indicators</i> | 2024 | 2025 | 2026 | <i>Level of Satisfaction</i> | 90.00 | 90.03 | 90.08 | <i>Level of Achievement</i> | 94.50 | 94.40 | 94.27 | <i>Level of Action Plan Influence</i> | 84.70 | 84.87 |
| <i>Indicators</i> | 2024 | 2025 | 2026 | | | | | | | | | | | | | | | | |
| <i>Level of Satisfaction</i> | 90.00 | 90.03 | 90.08 | | | | | | | | | | | | | | | | |
| <i>Level of Achievement</i> | 94.50 | 94.40 | 94.27 | | | | | | | | | | | | | | | | |
| <i>Level of Action Plan Influence</i> | 84.70 | 84.87 | 85.09 | | | | | | | | | | | | | | | | |
| <p>Contact Information</p> | <p style="text-align: center;">Partner Country</p> | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator | | | | | | | | | | | | | | | |
| | | Organization / Department | | | | | | | | | | | | | | | | | |
| | | Position | | | | | | | | | | | | | | | | | |
| | | Contact | | | | | | | | | | | | | | | | | |
| | | Phone | | | | | | | | | | | | | | | | | |
| | | E-mail | | | | | | | | | | | | | | | | | |
| | <p style="text-align: center;">KOICA (Embassy)</p> | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator | | | | | | | | | | | | | | | |
| | | Position | | | | | | | | | | | | | | | | | |
| | | Contact | | | | | | | | | | | | | | | | | |
| Phone | | | | | | | | | | | | | | | | | | | |
| E-mail | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Other stakeholders</p> | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator | | | | | | | | | | | | | | | | |
| | Organization / Department | | | | | | | | | | | | | | | | | | |
| | Position | | | | | | | | | | | | | | | | | | |
| | Contact | | | | | | | | | | | | | | | | | | |
| | Phone | | | | | | | | | | | | | | | | | | |
| | E-mail | | | | | | | | | | | | | | | | | | |

KOICA

CIAT
Capacity Improvement and
Advancement for Tomorrow

Capacity Building on *Subject of the Program* for
Target group in Country (Duration)

Program Concept Paper

MM DD 2022

(Ex. June 29 2022)

PROGRAM CONCEPT PAPER (PCP) for Country Program

| SECTION 1. PROGRAM OVERVIEW | | | | | |
|----------------------------------|--|--------------------------------------|------|--|---|
| Title | Capacity Building for (Target Group) on (Subject) in Country (Duration) Or Capacity Building for (Subject) in Country (Duration) | | | | |
| Target Country | <input type="checkbox"/> Country-specific Program <input type="checkbox"/> Triangular Cooperation Country: Name of Country | | | | |
| Duration | 2024-20XX (0 years) | | | | |
| Budget | US\$ 150,000 yearly (Tentative, Subject to Change) | | | | |
| Field/Sector | Priority | 2nd | | Cross-cutting | Policy Marker |
| | Please select from the dropdown list | Please select from the dropdown list | | Please select from the dropdown list | Please select from the dropdown list |
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| Proposer Org. Information | Full Name of the Organization (in Country) | | | | |
| Objectives | ▪ | | | | |
| Outcome | ▪ | | | | |
| Output | ▪ Participants who increased their capacity and knowledge on (subject) ▪ Curriculum for (subject) ▪ Action Plan for (subject) | | | | |
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| | 2 | 00 | Days | ▪ Module information ▪ Activity information (e.g. field trip) ▪ Action Plan Review | <input type="checkbox"/> Online <input type="checkbox"/> Invitational <input type="checkbox"/> In-country <input type="checkbox"/> Blended <input type="checkbox"/> Etc. (e.g. Third country) |
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| Target Group(s) | Yr. | No. of Participants | | Target Ministry/Org. | Target Position |
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| | | | |
|--|--|--|--|
| | | | <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) |
| | 2 | | <input type="checkbox"/> High-level <input type="checkbox"/> Director General <input type="checkbox"/> Senior level <input type="checkbox"/> Junior level <input type="checkbox"/> Etc. (e.g. non-government official, expert, etc.) |
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| Undertakings | Target Country | | |
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| | KOICA | | |
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| Policy and Strategy | International | | |
| | <ul style="list-style-type: none"> ▪ SDG X X X ▪ SDG X X X ▪ Other relevant international policy/strategy | | |
| | National (Target Country) | | |
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| | Republic of Korea (KOICA) | | |
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| | | | | |
|---|---|---------------------------|--|--|
| | - (How to link) | | | |
| Communication History | <ul style="list-style-type: none"> ▪ Discussion between KOICA office in XX and Secretary State of XX (Partner Country) ▪ Date of Discussion MM / DD / 2022 ▪ Major Agreement Finalize PCP draft by joint review | | | |
| M&E Plan & Indicator | <ul style="list-style-type: none"> ▪ Survey will be conducted by KOICA HQs every year after the training program: <ol style="list-style-type: none"> 1) Level of Satisfaction 2) Level of Achievement 3) Level of Action Plan Influence ▪ The result of the survey will be reflected to the Program in subsequent year or follow-up program | | | |
| | <i>Indicators</i> | | | |
| | <i>Level of Satisfaction</i> | 2024 | 2025 | 2026 |
| <i>Level of Achievement</i> | 90.00 | 90.03 | 90.08 | |
| <i>Level of Action Plan Influence</i> | 94.50 | 94.40 | 94.27 | |
| Contact Information | Partner Country | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator |
| | | | | |
| | | Organization / Department | | |
| | | | | |
| | | Position | | |
| | | | | |
| | Contact | | | |
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| | Phone | | | |
| | E-mail | | | |
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| | | | | |
| KOICA office (Embassy) | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator | |
| | | | | |
| | Position | | | |
| | | | | |
| | Contact | | | |
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| Phone | | | | |
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| Other stakeholders (if applicable) | Name | | <input type="checkbox"/> Proposer (Initial writer) <input type="checkbox"/> Reviewer <input type="checkbox"/> Elaborator | |
| | | | | |
| | Organization / Department | | | |
| | | | | |
| | Position | | | |
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| Contact | | | | |
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| Phone | | | | |
| E-mail | | | | |
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SECTION 2. PROGRAM RATIONALE

SITUATION ANALYSIS & JUSTIFICATION FOR INTERVENTION

[Empty space for Situation Analysis & Justification for Intervention]

POLICIES AND STRATEGIES

International

[Empty space for International Policies and Strategies]

National

[Empty space for National Policies and Strategies]

Republic of Korea (KOICA)

[Empty space for Republic of Korea (KOICA) Policies and Strategies]

Other Relevant Program Information in Recent 5 years

[Empty space for Other Relevant Program Information in Recent 5 years]

SECTION 3. PROGRAM DESCRIPTION

Expected Result:

Objective

Outcome

Output

Training Plan (Inputs)

Module, Course Brief and Activity Plan

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

SECTION 4. STAKEHOLDER ANALYSIS

TARGET GROUP OUTLINE

| YEAR | MINISTRY/ORG. | POSITION | NO. OF PARTICIPANTS |
|------|---------------|----------|---------------------|
| 2022 | | | |
| 2023 | | | |
| 2024 | | | |

Participating/Target Organization needs to be changed during the program: Yes No

If Yes, specify reasons

QUALIFICATION FOR TRAINEE

Required qualification:

-
-
-

Key persons Information

Involvement of Key Persons (within 30%) with intensive course: Yes No

If Yes, specify reasons

QUALIFICATION FOR TRAINING ORGANIZATION

-
-
-

▪ Nomination (if applicable):

- Reason:

OTHER STAKEHOLDERS INFORMATION

SECTION 5. PLAN FOR MONITORING AND EVALUATIONS

M&E PLAN AND INDICATORS

M&E Plan

- Survey will be conducted by KOICA HQs every year after the training program to measure:
 - 1) Level of Satisfaction
 - 2) Level of Achievement
 - 3) Level of Action Plan Influence
- The result of the survey will be reflected to the subsequent year program or follow-up program

Indicators

| Indicators | Targets | | | Means of Verification | Source of Data |
|--------------------------------|---------|-------|-------|--|----------------|
| | 2024 | 2025 | 2026 | | |
| Level of Satisfaction | 90.00 | 90.03 | 90.08 | Average figure of global program from previous 3 years | Survey result |
| Level of Achievement | 94.50 | 94.40 | 94.27 | Average figure of global program from previous 3 years | Survey result |
| Level of Action Plan Influence | 84.70 | 87.87 | 85.09 | Average figure of global program from previous 3 years | Survey result |

Follow-up Plan

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