



" විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා ජප කපුවේලි "

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත
பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.



ප්‍රධාන ලේකම් பிரதான செயலாளர் Chief Secretary	} දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 தொலைபேசி / Fax - 011 - 2092601 වි-ඔම්ලේ / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk	} பொது දුරකථන தொலைபேசி இலக்கம் General Telephone } 011 - 2093000
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මගේ අංකය எனது இலக்கம் My No. } CSWP/PTR/13-14/FI/7(A)	ඔබේ අංකය உமது இலக்கம் Your No. }	දිනය திகதி Date } 2023.06.
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ආණ්ඩුකාර ලේකම් (බ.ප),
 ලේකම්, පළාත් රාජ්‍ය සේවා කොමිෂන් සභාව (බ.ප),
 සභා ලේකම්, සභා ලේකම් කාර්යාලය (බ.ප),
 අමාත්‍යාංශ ලේකම් (පළාත් පාලන/කෘෂිකර්ම/සෞඛ්‍ය/මාර්ග/අධ්‍යාපන),
 නියෝජ්‍ය ප්‍රධාන ලේකම් (පාලන/ඉංජිනේරු/සැලසුම්/මූල්‍ය),
 ප්‍රධාන අභ්‍යන්තර විගණක (අභ්‍යන්තර විගණන),
 පළාත් ආදායම් කොමසාරිස් (බ.ප),
 අධ්‍යක්ෂ, මානව සම්පත් සංවර්ධන හා කළමනාකරණ පුහුණු ආයතනය (බ.ප).

2025 KOICA-CIAT Capacity Building Programmes

ඉහත පුහුණු වැඩසටහන් සම්බන්ධයෙන් විදේශ සම්පත් දෙපාර්තමේන්තුවේ අධ්‍යක්ෂක ජනරාල්ගේ අංක TA/KOICA/CIAT/25/23 හා 2023.06.14 දිනැති ලිපිය මගින් Concept Papers ඉදිරිපත් කරන ලෙස දන්වා ඇත. අදාළ ලිපියේ පිටපතක් මේ සමඟ අමුණා ඇත

02. ඒ අනුව, අදාළ තොරතුරු නියමිත දිනට විදේශ සම්පත් දෙපාර්තමේන්තුවට යැවීමට හැකිවන සේ 2023.07.07 දිනට පෙර මා වෙත යොමු කිරීමට කටයුතු කරන ලෙස කාරුණිකව දන්වමි.

ඩබ්ලිව්.ටී.ඒ. මානෙල්,
 නියෝජ්‍ය ප්‍රධාන ලේකම් (පිරිස් හා පුහුණු)
 ප්‍රධාන ලේකම් වෙනුවට,
 බස්නාහිර පළාත.

නියෝජ්‍ය ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	මුදල தீர் Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	සැලසුම් திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	ආර්ථික தொழில்நுட்பம் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විගණක பிரதான உணக்க கணக்காய்வாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	
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විදේශ සම්පත් දෙපාර්තමේන්තුව

வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මදල, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economic Stabilization and National Policies
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/KOICA/CIAT/25/23

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

14 June 2023

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

Attn: Officer in-charge of Foreign Training

Dear Sir / Madam

2025 KOICA-CIAT Capacity Building Programmes

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

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

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

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

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General

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

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம்
Director General

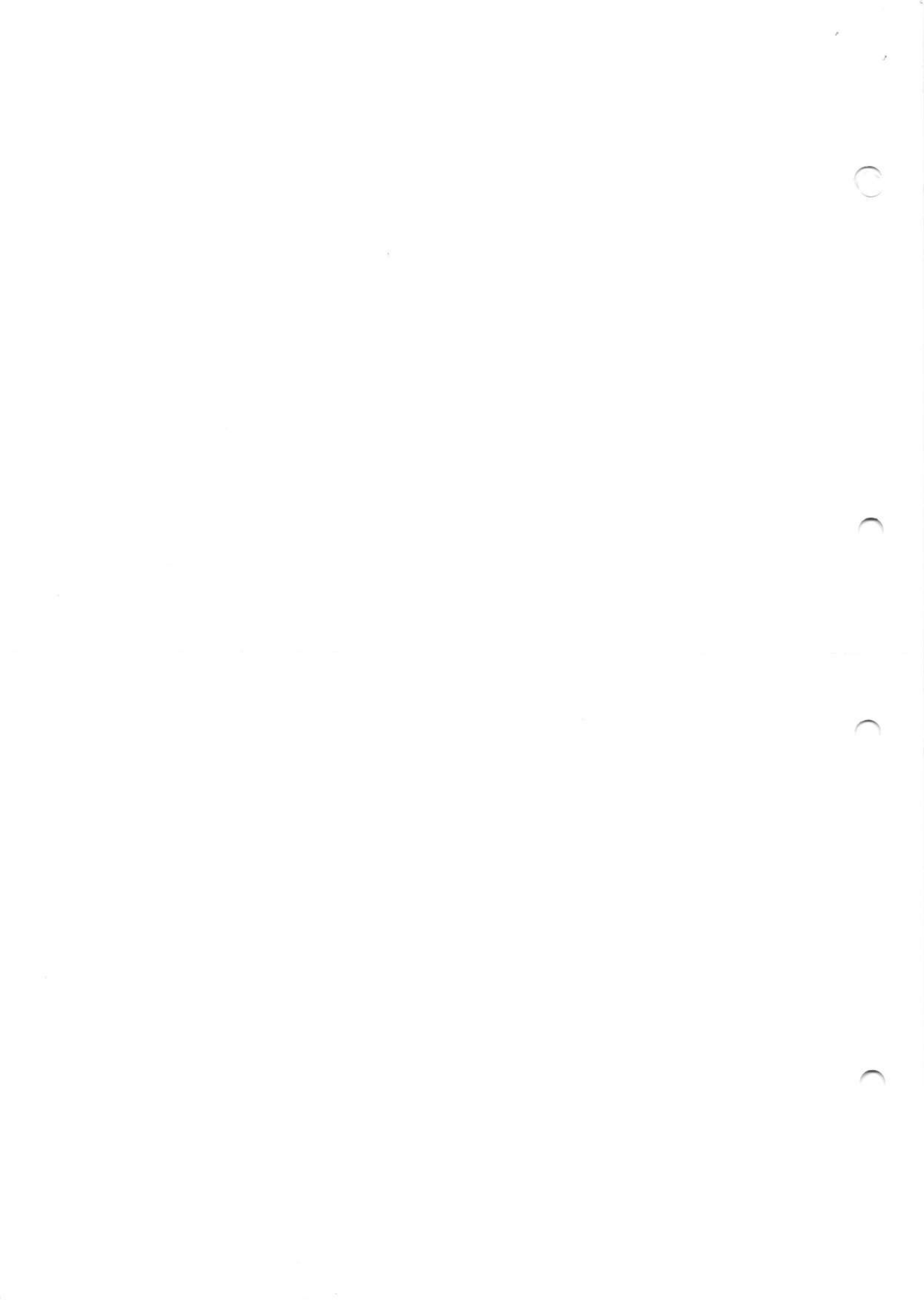
94-11-2484693

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அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876



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

Program Concept Paper

MM DD 2022

(Ex. June 29 2022)

PROGRAM CONCEPT PAPER (PCP) for Country Program

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

SECTION 2. PROGRAM RATIONALE

SITUATION ANALYSIS & JUSTIFICATION FOR INTERVENTION:

--

POLICIES AND STRATEGIES :

International

--

National

--

Republic of Korea (KOICA)

--

Other Relevant Program Information in Recent 5 years

--

SECTION 3. PROGRAM DESCRIPTION

Expected Result

Objective

Outcome

Output

Training Plan (Inputs)

Module, Course Brief and Activity Plan

<p>1st year</p>	<p><i>Provide specific subjects/topics/content that need to be covered in the program</i></p>	<p><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)</p>
<p>2nd year</p>		<p><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)</p>
<p>3rd year</p>		<p><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)</p>

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

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

SECTION 5. PLAN FOR MONITORING AND EVALUATIONS

M&E PLAN AND INDICATORS

M&E Plan

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

Indicators

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

Follow-up Plan

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

OTHER STAKEHOLDERS INFORMATION

