

# **Guidelines for 2026 Project Concept Paper Submission**

## **KOICA Sri Lanka Office**

This document is a guideline for the Sri Lankan Government to submit PCPs for the 2026 pipeline.

- All Project Concept Papers (hereinafter referred to as PCPs) must be submitted to KOICA Sri Lanka Office by the Line Ministry through ERD with NPD approval.
- **All line ministries can consult with the KOICA Sri Lanka Office** while designing the project and must discuss and cooperate to reflect KOICA office's opinion prior to the submission of the PCPs. **The submitted PCP shall reflect the concerns addressed by KOICA office.**

### **I. Objectives and Area of Focus**

□ The project should be aligned with

① Korean Government's CPS and KOICA CP and be considered ② linkage with the KOICA Mid- to Long-Term Management Goals (2022-2026). In particular, the four strategic tasks of Strategic Direction 1 (Promoting the achievement of the SDGs) and the major KPIs for each task among the goals should be considered.

□ Green and Digital ODA

(Green ODA) It covers

(1) climate change mitigation (NDC) (2) climate change adaptation (NAP), and (3) environment, as well as new projects in the energy and transport sectors.

(Digital ODA) It should be noted that "promoting digital ODA initiatives" is included as a sub-task (2.1.) in the Korean government's "Strategy for Revitalizing ODA in S&T and ICT".

### **II. Project Budget**

The project Budget should be between 10-15 Million USD. (Minimum acceptable budget is 10 million USD)

### **III. Project Concept Paper Format**

- The PCP must comply with the provided format.
- The page limit is 10 pages excluding appendix and **25 pages** including appendix.
- Please note that your PCPs will **not** be further considered if:
  - ✓ The given deadlines are not met;
  - ✓ Approval of the NPD is not attached;
  - ✓ There are any incomplete items in the PCP (including any Annex missing);
  - ✓ Any key items of the project, i.e., project location and beneficiaries, are too broad or lack concreteness;
  - ✓ There is any irrelevant information under each requested item;
  - ✓ The PCP format has been modified arbitrarily;

- ✓ The PCP exceeds the page limit or attaches additional appendices; and/or
- ✓ There are numerical errors in the budget plan.

#### **IV. Timeline**

- **Deadline for PCPs: 15<sup>th</sup> August**

(The line ministries are encouraged to communicate with KOICA SL Office for feedback.)

#### **Annex**

1. KOICA CP (Country Program)
2. KOICA CPS (Country Partnership Strategy)
3. KOICA Mid Term Strategy
4. Strategic System of Medium and Long-term Management Goal.

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