

Information on the ASEAN-ROK Cooperation Fund (AKCF) Call for Project Proposals 2025

AKCF Call for Project Proposals 2025 is open. We are pleased to inform you that AKCF introduce a new project proposal submission mechanism, 'General Call for Project Proposals'

General Information on the AKCF Project Proposal Formulation

1. Project Proposal Formulation

Project proposal should be developed using the [ASEAN Cooperation Project Proposal Template](#) and should meet the following principles.

- The project should be able to contribute to the implementation and materialisation of the following initiative and statements.
 - [Joint Statement on the Establishment of the ASEAN-Republic of Korea Comprehensive Strategic Partnership on the occasion of the 25th ASEAN-ROK Summit 2024](#)
 - [Joint Statement of the 24th ASEAN-Republic of Korea Summit on Cooperation on the ASEAN Outlook on the Indo-Pacific \(AOIP\)](#)
 - [KASI \(Korea-ASEAN Solidarity Initiative\) as the Republic of Korea's regional policy tailored to ASEAN](#)
 - [ASEAN-Republic of Korea Plan Of Action \(2021-2025\)](#)
- The project should be aligned with the [Framework for the ASEAN-ROK Cooperation Fund 2021-2025](#), which provides a strategic direction of AKCF and identifies the five priority sectors for the project.
- The proponent is strongly recommended to refer to the [AKCF Manual](#) and the [ASEAN Cooperation Projects Design and Management Manual](#).

2. Eligibility and Requirements for the AKCF-supported Programmes/Projects

2.1 Eligibility of Proponents and Implementing Agencies (IAs)

ASEAN	ASEAN Secretariat, ASEAN Intergovernmental Organisations, Government Ministries in ASEAN Member States (AMS), Government-affiliated Organisations, Non-profit Organisations and Universities, Public Associations and Foundations in AMS
ROK	Government Ministries, Government-affiliated Organisations, Non-profit Organisations and Universities, Public Associations and Foundations
International Organisations	Prior Consultation with AKPMT is required.

** Individuals or for-profit organisations are not eligible to be proponents or IAs of the AKCF programmes/projects.*

2.2 Requirements of Programmes/Projects for Application

Programmes/Projects eligible for application should meet the following qualifications:

- The programmes/projects should enhance the cooperative relationship between ASEAN and ROK;
- The programmes/projects should be in line with the action lines laid out in the blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC) and the ASEAN Socio-Culture Community (ASCC), to achieve the ASEAN Vision 2025;
- The programmes/projects should be in line with the ASEAN-ROK Cooperation Fund Framework (2021-2025);
- The programmes/projects should be in accordance with the objectives and cooperation areas laid out in the ASEAN documents and ASEAN-ROK joint documents;
- The programmes/projects should generally engage all ASEAN Member States (AMS) and ROK. However, projects under the Initiative for ASEAN Integration (IAI) Work Plan IV should abide by the guidelines of the IAI Work Plan IV regarding beneficiaries;
- Both ROK and ASEAN nationals/institutions should participate in the implementation of the programmes/projects; and their collaboration should be stipulated in the Human Resource Inputs section of the project proposal;

- The programmes/projects can be recurring programmes/projects. Please refer to the [ASEAN Cooperation Projects Design and Management Manual](#) for the definition of recurring programmes/projects in ASEAN context;
- Participation of experts/resource persons other than ROK and ASEAN nationals requires prior consultation with AKPMT.

3. Consultation and Contact

If the proponent has any enquiries on the submission and wishes to consult the proposed project with AKPMT before the submission, please email proposal@akpmt.org.

Furthermore, [the AKCF Manual](#) provides the following information for the proponent's ease of reference.

- Eligibility for the Proponent and Implementing Agency (IAs)
- Project Formulation and Approval Process
- Fund Disbursement Process
- Project Implementation and Reporting Requirements
- AKCF Pro-Forma Cost
- Frequently Asked Questions
- Project Proposal Package Templates

In order to avoid duplication of effort across the projects, the proponent is recommended to refer to the [AKCF Annual Report 2023](#) and the [AKCF Website](#) to learn more about the AKCF ongoing projects.

4. Special Requirement for the Call for Project Proposals 2025

Proponents must submit a 'AKCF Project Public Communication and Visibility Plan' on the proposed project along with the project proposal package.

The template can be downloaded [here](#).

General Call for Project Proposals

Application

1. Application Period

11 December 2024 - 31 January 2025

2. Application & Appraisal and Approval Timeline

ASEAN-Korea Programme Management Team (AKPMT) will coordinate the application, appraisal, and approval process in close consultation with the ROK Mission to ASEAN, the MOFA ROK, and the ASEAN Secretariat.

2.1 Project Proposal Package Submission

: 11 December 2024 - 31 January 2025

The proponent shall submit the project proposal package and AKCF Public Communication and Visibility Plan to proposal@akpmt.org with the subject of **[Submission] Project Title** in editable format (MS Word and Excel). The required documents can be downloaded on the AKCF website.

2.2 AKPMT Review and Shortlisting in consultation with the ROK Mission to ASEAN and the MOFA ROK

: February 2025

AKPMT will review and conduct an initial screening of the submitted proposals in consultation with the ROK Mission to ASEAN and the MOFA ROK for shortlisting, taking into consideration various factors, including the availability of the Fund for new projects. If the proposal is not among the shortlisted, the proponent will receive a letter of regret from AKPMT in due course of time.

2.3 Notification of Shortlisted Project Proposals and Revision

: March - April 2025

AKPMT will contact the proponents of the shortlisted project proposals to revise and/or update the proposal package.

During this stage, the proponents can be requested to

- Revise the project proposal to ensure adherence to the requirements of the AKCF-supported programmes/projects

- Reduce the project budget. As the budget cutback will inevitably cause the realignment of proposed project activities, it is strongly recommended that the proponents plan the project budget in a reasonable and feasible manner.
- Provide supplementary documents for the reviewers' reference

Please note that

- As of December 2024, the AKCF Manual is currently undergoing a revision process. Given this, the revised AKCF Manual will be applied during the project proposal revision process.
- The shortlisted project proposals are not guaranteed to obtain final approval. If the proponents fail to meet the AKPMT's request, the review process can be suspended.

2.4 MOFA ROK Preliminary Review and Endorsement : April - June 2025

AKPMT will recommend the shortlisted project proposals to the MOFA ROK through the ROK Mission to ASEAN. The MOFA ROK will hold Review Committees, including non-government/independent experts, to review and endorse/reject the proposals.

AKPMT will inform the proponent of the MOFA ROK's preliminary endorsement result. If the Review Committee provides inputs and requests further revisions and clarifications, AKPMT will inform the proponents, and the proponents should revise the proposal accordingly.

2.5 ASEAN Appraisal and Approval Process : July 2025 - October 2025

The proposal that obtained preliminary endorsement from the MOFA ROK Review Committee will be sent to the ASEC for the ASEAN Appraisal and Approval Process. The process takes at least 88 working days for single-sectoral projects and 96 working days for cross-sectoral projects to obtain approval from the Committee of Permanent Representatives (CPR), the

ASEAN's final approving body. For details on the ASEAN Appraisal and Approval Process, please refer to the [ASEAN Cooperation Projects Design and Management Manual](#).

**2.6 MOFA ROK Final Endorsement
: November 2025**

After obtaining the ASEAN's endorsement, the MOFA ROK will conduct the final endorsement of the proposal.

**2.7 Fund Disbursement and Project Inception
: December 2025**

Upon obtaining the final approval from the MOFA ROK, the AKPMT will inform the proponent to submit the required documents, such as the AKCF Project Initiation Brief, its annexes and the Information Disclosure Agreement for the fund disbursement and project inception.

** Timeline is subject to change depending on the circumstances.*

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