# Appendix 2: Full Project Proposal Template

**(1) Summary page**

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| |  |  | | --- | --- | |  | **Mekong-ROK Cooperation Fund (MKCF)**  **Project Proposal** | | |
| **Project Classification (check all that applies and underline the most key area)** | |
| **□√ Culture and Tourism**  □Human Resources Development  □ Agriculture and Rural Development  □ Infrastructure  □ Information and Communication Technology (ICT)  □ Environment  □ Non-traditional Security Challenges | |
| **Project Title** | |
| Documentary Film Festival (Traditional Games and Foods) | |
| **Brief Description of the Project** | |
| The Documentary Film Festival (Traditional Games and Foods) will have a chance to preserve and enhance respect for cultural differences among traditional Games and Foods of the Mekong Countries and ROK. It will be held in Yangon, Myanmar and the Mekong-ROK region within one year. In this festival, we will conduct the three activities, the first one is Pre-Documentary Film Incubator workshop in Myanmar, the second activity is Documentary Film Incubator Workshop Youth camp in Mekong-ROK countries, and the third activity is Documentary Film Festival (Traditional Games and Foods) in Myanmar. This Documentary Film Festival will be conducted for young filmmakers to foster greater understanding and interaction among them. | |
| **Country / Region** | |
| Republic of the Union of Myanmar | |
| **Budget** | |
| Total budget (USD): 499840:00  Total budget requested from MKCF (USD): 499840:00  Total contribution if any including from third parties (USD): - | |
| **Proponent** | |
| Name | Dr. Kay Thi Htwe |
| Address | No.1/1, (26) Quarter, Aung Zeya Road, South Dagon Myothit Township, Yangon, Myanmar |
| **Date of Submission** | 27.7.2024 |

**(2) Full Proposal Format**

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|  | **Mekong-ROK Cooperation Fund (MKCF)**  **Project Proposal** | | | | | |
| **Project Information** | | | | | | |
| 1.1. Project Title | Documentary Film Festival (Traditional Games and Foods) | | | | | |
| 1.2. Country (s) / Region | Republic of the Union of Myanmar, Yangon Division | | | | | |
| 1.3. Date of Submission | 19.7.2024 | | | | | |
| 1.4. Proponent Contact Details | | | | | | |
| Contact person, position  Organization  Email address  Telephone number  Mailing address | Daw Pa Pa Myo, Lecturer (Cinema and Drama)  National University of Arts and Culture (Yangon)  [mapapamyo@gmail.com](mailto:mapapamyo@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +95-9-448051829  No.1/1, (26) Quarter, Aung Zeya Road, South Dagon Myothit Township, Yangon, Myanmar | | | | | |
| 1.5. Project Area (check all that applies and underline the most key area) | | | | | | |
| **□√ Culture and Tourism**  □Human Resources Development  □ Agriculture and Rural Development  □ Infrastructure  □ Information and Communication Technology (ICT)  □ Environment  □ Non-traditional Security Challenges | | | | | | |
| **Project Milestone** | | | | | | |
| Estimated implementation start date  Estimated implementation end date  Project duration | | 1.3.2024  31.3.2025  1 year | | | | |
| **Description of Financial Elements** | | | | | | |
| Project cost (USD) | Contribution (USD) if any | | Total Project Cost (USD) | | | |
| 499840.00 (USD) | - | | 499840.00 | | | |
| **General description of organization (***approx. 500 words)* | | | | | | |
| **Vision**  To be an internationally recognized university that fosters qualified human resources in arts for the socio-Cultural Community Development.  **Mission**   1. Nurturing and bringing out the polite and cultured new generation of artists with the spirit of dynamic patriotism. 2. Educating the knowledge of cultural heritage of Myanmar and ethnic national races to universities, colleges, and high school education through the young generation of National University of Arts and Culture (Yangon). 3. Being worldwide known not only by youths but internationally accepted by combination of preserving, exposing, innovating, promoting and creating Myanmar’s cultural heritage; 4. Enabling the artists and artists that works of fine arts are not for entertainment only but for infotainment, edutainment and being a high-ranking university come and study from the world.   **Motto**  “Mind when tamed is conducive happiness”  National University of Arts and Culture (Yangon) was opened on 24th September 1993 and those who have passed the basic education high school examination with “A” level and under the age of 20 and who meet the requirements for the admission are allowed to join the University. There are 2 semesters in an academic year for 5 months each and 4- year courses to get bachelor Degree.  The significance of the university is that the applicants must have keen interest in fine arts and talent or aptitude in that field to some extent. Moreover, the students have to take such culture-orientated academic subject as Myanmar Literature, English Language, Culture History and addition to the five main specializations: Music, Dramatic Arts, Painting, Sculpture and Cinema and Drama.  Memorandum of Understanding with other universities; Korea, Thailand, Japan, for implementing multi-faced promotions; to get academically advanced teaching-learning methodology of international level. In scholarship program, to had the opportunity to improve teaching qualities through exposure.  In the Culture Exchange Program, workshops and performance programs of Art presentations by experts panel in Dance, Music, Painting, Sculpture, Cinema and Drama from other countries are occasionally held. Teachers and students of this university have sent to attend the International Study Tour Program, Art Entertainments, Art Festivals, Seminars, Symposiums, Workshops and Art Exhibitions. Not only presenting Art Exhibitions and Art Performances at national and international level, research paper works are prepared to expose, preserve and promote Myanmar Traditional Music, Dramatic Arts, Painting, Sculpture, Cinema and Drama. | | | | | | |
| **Project background and justification** *(approx. 500 words)* | | | | | | |
| The Mekong region boasts a wealth of traditional culture. These countries have similarities and diversities of culture. We have been facing with common challenges regarding to safeguard Intangible Cultural Heritages and Tangible Cultural Heritages because of influencing alien’s culture and developing material and technological enhancement. The cooperation mechanism among five countries and ROK needs to be promoted urgently and it is appreciated cooperation areas proposed by Mekong- ROK. | | | | | | |
| **Problems (to be addressed)** *(approx. 300 words)* | | | | | | |
| We have been facing common challenges regarding to safeguard intangible Cultural Heritages  and Tangible Cultural Heritages because of influencing alien’s Culture and developing material and technological enhancement. That is why, we need to promote and preserve the Intangible cultural heritages and tangible cultural heritages. So, we will hold Documentary Film Festival  (Traditional Games and Foods) and we will have a chance to preserve and enhance respect for  Cultural differences among traditional Games and Foods documentary film of the Mekong countries and ROK. | | | | | | |
| **Project Objective (***approx. 500 words)* | | | | | | |
| 1. To utilize media to develop and share traditional games and foods in the Mekong region. 2. To improve and upgrade filmmaking skills for young filmmakers of Mekong countries. 3. To preserve and promote for enhancing respect for cultural differences traditions and customs of the Mekong-ROK Countries. 4. To promote cultural cooperation, mutual understanding and friendship among the youth of Mekong and ROK. | | | | | | |
| **Project Description (***approx. 500 words)* | | | | | | |
| The Mekong region boasts a wealth of traditional culture. These countries have similarities and diversities of culture. We have been facing with common challenges regarding to safeguard the Intangible Cultural Heritages and Tangible Cultural Heritages because of influencing alien’s culture and developing material and technological enhancement. The cooperation mechanism among five countries and ROK needs to be promoted urgently and it is appreciated cooperation areas proposed by Mekong- ROK.  During the activities they will share knowledge and experiences of traditional Games and Foods and the production of filmmaking. In this festival, we will conduct the three activities, the first one is Pre-Documentary Film Incubator workshop in Myanmar, the second activity is Documentary Film Incubator workshop in Mekong-ROK countries, and the third activity is Documentary Film Festival (Traditional Games and Foods) in Myanmar. This Documentary Film Festival will be conducted for young filmmakers to foster greater understanding and interaction among them.  The objective of Pre-Documentary Film Incubator workshop is to preserve and promote for enhancing respect for cultural differences, traditions and customs of the Mekong-ROK Countries. Pre-Documentary Film Incubator workshop will be conducted in Yangon, Myanmar on (16.9.2024). We will invite and select (2) external consultants from Mekong-ROK countries. Total (12) external consultants will be attending the one-day workshop in Yangon and discussing the Documentary Film Incubator workshop and production of Documentary film (Traditional Games and Foods) in their own countries. Each country's External consultants’ group will present their traditional Game and foods and proposal of Documentary Film Incubator Workshop in their country. All the External consultants of Mekong-ROK countries must submit the Documentary Film Incubator workshop proposal, budget proposal, schedule of workshop, etc. to Project implantation Agency (PIA). The expense of the attending workshop will be borne by the host that will cover the cost of round-trip ticket, three nights’ accommodation, lunch for Festival Day and transportation. We will provide honorarium USD 1000$ to external consultants of each Mekong-ROK country. All external consultants can be attending the Documentary Film Festival (Traditional Games and Foods). The expense of the attending festival will be borne by the host that will cover the cost of round-trip ticket, three nights’ accommodation, meal for festival day and transportation.  At the second activity, Documentary Film Incubator workshop will be conducted in Mekong-ROK (6) countries. The objective of this activity is to improve and upgrade filmmaking skills for young filmmakers of Mekong countries. In this activity consisting of sub two activities, the first sub activity is Documentary Film Incubator Workshop and the second sub activity is production of documentary film (Traditional Games and Food) by Mekong-ROK youth filmmakers. Two external consultants of each Mekong-ROK countries will implement the Documentary Film Incubator workshop, a one-day program. After that, they will select the young filmmakers and divide two groups and to supervise the production of documentary film (traditional Games and foods). That (2) documentary film (traditional Games and foods) will be screened in the Documentary Film Festival in Yangon, Myanmar. In this Youth camp (10) students from Myanmar and (20) students from host Mekong- ROK countries, (30) students will participate in the activity. Two external consultants of the host country will select the outstanding host students and will divide (2) groups for documentary film production. These two-documentary film of (traditional games and food) will be screened in Documentary Film Festival and (3) participants of each documentary film and (2) external consultant, total (8) participants will be attending the Documentary film festival (Traditional Games and foods) in Yangon, Myanmar. We will provide USD 10,000 $ for Documentary film Incubator workshop and USD 2,500 $ for each documentary film (traditional Games and foods). So, we will provide USD 15,000$ for each Mekong-ROK country to conduct the second activity of the Documentary Film Incubator workshop.    The third activity is Mekong Creative Film Festival (Traditional Games and Foods) in Yangon, Myanmar. Mekong Creative Film Festival (Traditional Games and Foods) will be conducted in Yangon, Myanmar. We will conduct (3) day film festivals and start at (18.12.2024) to (20.12.2024). The objectives of this activity are to promote cultural cooperation, mutual understanding and friendship among the youth of Mekong-ROK and to share the traditional Games and Foods by using media among the Mekong Countries. The morning section is giving a special Lecture (Special Classes) to the participants and the evening section is screening time and discussion. The participants of the film festival are (6) students from each documentary film incubator workshop, (1) Judge and (2) external consultants of each Mekong country. ROK is only (1) Judge and (2) external Consultants will attend the festival. So, total (48) participants will attend this festival. After finishing the Film Festival all the participants can join the Yangon city tour.. The expense of the attending festival will be borne by the host that will cover the cost of round-trip ticket, six nights’ accommodation, lunch for Festival Day, transportation and provide 50$ per diem per day.  This project will be conducted within one year. The Department of Cinema and Drama, National University of Arts and Culture (Yangon) will implement the project. The department will supervise the project activities for the achievement of its objectives. | | | | | | |
| **Regional nature of the project** *(with the maximum length of approx. 300 words)* | | | | | | |
| The Mekong region boasts a wealth of traditional culture. These countries have similarities and diversities of culture. We have been facing with common challenges regarding to safeguard the Intangible Cultural Heritages and Tangible Cultural Heritages because of influencing alien’s culture and developing material and technological enhancement. The cooperation mechanism among six countries and ROK needs to be promoted urgently and it is appreciated cooperation areas proposed by Mekong- ROK. The Documentary Film Festival (Traditional Games and Foods) will have a chance to preserve and enhance respect for cultural differences amongst traditional Games and Foods and documentary film of the Mekong Countries and ROK. | | | | | | |
| **Partnership with organisation(s) in Mekong countries and RoK** *(approx. 300 words)* | | | | | | |
| In this Documentary Film Festival, we would like to collaborate with Film Academy (or) University of Mekong-ROK countries. We will establish the networking of young cultural personnel gained knowledge, awareness and friendship. Moreover, Documentary Film art works which consist of the techniques and the role of youth participants in the region. Documentary Film Festival which will contribute to promote the filmmaking technique and promotion of traditional Games and Foods and the role of youth participation in cultural sectors, and the participant will have and share the knowledge of traditional Games and Food and production of filmmaking. At the end of the project young Artists especially for youth from participating countries will gain good knowledge and upgrade their filmmaking skills on traditional Games and Food and production of filmmaking. Arts works will provide the sharing of techniques in cultural sector among Mekong countries and ROK. | | | | | | |
| **Target beneficiaries and Project Coverage (***approx. 300 words)* | | | | | | |
| In order to promote the awareness of traditional games and foods among Mekong countries and ROK by the mean of production of filmmaking, The Documentary Film Festival, will foster the dissemination of the wealth culture. The young artist will have a chance to learn about this Mekong region and ROK’s traditional Games and Foods and production of filmmaking. The project will be promoted greater engagement and cooperation in youth-to-youth connectivity initiatives. We will establish the networking of young cultural personnel gained knowledge, awareness and friendship. Moreover, Documentary Film art works which consist of the techniques and the role of youth participants in the region. Documentary Film Festival which will contribute to promote the filmmaking technique and promotion of traditional Games and Foods and the role of youth participation in cultural sectors, and the participant will have and share the knowledge of traditional Games and Food and production of filmmaking. At the end of the project the total of 180 young Artist especially for youth from participating countries will gain good knowledge on traditional Games and Food and production of filmmaking. Arts works will provide the sharing of techniques in cultural sector among Mekong countries and ROK. | | | | | | |
| **Value Add for the MKCF Involvement/ Potential (***approx. 300 words)* | | | | | | |
| We can’t implement our Documentary Film Festival (Traditional Games and Foods) without providing the fund budget of Mekong-ROK Cooperation Fund. If we get the Mekong-ROK Cooperation Fund, we need innovative ideas and fresh perspective of the project from Mekong-ROK. Ongoing project time, our organization will be working together with MKCF’s guidance and encouragement to get raising the level of performance and our project achievement. Moreover, we would like request to attend Regional Project Identification Training offering by Mekong Institute for capacity to identify, plan, and design regional development project. | | | | | | |
| **Project Sustainability** *(approx.300 words)* | | | | | | |
| Documentary Film Festival (Traditional Games and Foods) project is a one-year plan and after completing project we established the networking of young cultural personnel gained knowledge, awareness and friendship. This project is not only one year plan but also long term plan project, after we finish this project we will celebrate the local film Festival for annually and invite Asia Film Universities and make virtual international film festival. | | | | | | |
| **Management Arrangements** *(approx. 500 words)* | | | | | | |
| Project Launch Date 14.2.2024  Project Implementation start Date 1.3. 2024  Project End Date 31.3.2025  Documentary Film Festival Advertising Date 21.5.2024  (Online& Offline)  Activity 1 Pre- Documentary Film Incubator Workshop 16.9.2024  Activity 2 Documentary Film Incubator Workshop 1st October to 31st October 2024  (Cambodia, Laos, Myanmar, Thailand, Vietnam)  Activity 3 Mekong Creative Film Festival (Traditional Games and Foods)  18.12.2024 - 20.12.2024  Activity3.1 Master Classes  Activity3.2 Documentary Film Screening  Activity3.3 Mekong Creative Film Festival (Traditional Games and Foods)  Public Show  Project Team (Project Management Structure)    Project Management Work Plan   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Task | Start  Date | End Date | Duration  In Day | Status | | 1 | Project Launching | 14.2.2024 |  |  | ongoing | | 2 | Start Project Implementation | 1.3.2024 | 31.3.2024 | 1year | ongoing | | 3 | Pre-meeting for Festival Poster Design & promo video | 1.3.2024 | - |  | complete | | 4 | Production of Festival Poster Design & promo video | 1.3.2024 | - |  | ongoing | | 5 | Purchase Film Festival website/ Renting billboard place | 1.3.2024 | - |  | ongoing | | 6 | Film Festival promotion by online (website, Facebook/ YouTube) and offline (Billboard/flyer) | 1.3.2024 | 31.3.2024 |  | complete | | 7 | Calling for External Consultants of project | 18.7.2024 | 5.8.2024 | 1day | ongoing | | 8 | Sending Invitation Letter to External Consultants | 6.8.2024 | - |  |  | | 9 | Virtual Meeting with PIA and External Consultants | 14.8.2024 | - |  |  | | 10 | Logistical preparation for workshop | 15.8.2024 | 14.9.2024 | 1 month |  | | 11 | Hiring the technical team, staffs, volunteers, interpreters and liaison officer for workshop | 10.9.2024 |  |  |  | | 12 | Conducting Pre-Documentary Film Incubator Workshop | 15.9.2024 | 17.9.2024 | 1day |  | | 13 | Submitting Mid-term Report (project progress and financial reports) | 20.10.2024 | - |  |  | | 14 | Calling for participant of project Documentary Film Incubator Workshop | 18.9.2024 | 30.9.2024 | 13 days |  | | 15 | Sending Invitation Letter to participants | 1.10.2024 | - |  |  | | 16 | Logistical preparation for workshop | 1.10.2024 | 31.10.2024 |  |  | | 17 | Conducting Documentary Film Incubator Workshop in Myanmar | 1.10.2024 | 31.10.2024 |  |  | | 18 | Preparing for attending Documentary Film Incubator Workshop in cambodia, laos, Thailand , vietnam and ROK | 1.10.2024 | 31.10.2024 |  |  | | 19 | Conducting Documentary Film Incubator Workshop in cambodia, laos, Thailand , vietnm and ROK | 1.10.2024 | 31.10.2024 | 1 day |  | | 20 | Production Of Documentary Film Traditional Games and Foods (Mekong-ROK 12 documentary films) | 1.11.2024 | 30.11.2024 | 1month |  | | 21 | Receiving and technical checkup of Documentary films from Mekong- ROK countries. | 30.11.2024 | - |  |  | | 22 | Reviewing and Judging Documentary films for Film Festival prizes | 1.12.2024 | 10.12.2024 |  |  | | 23 | Virtual Meeting with PIA and External Consultants | 12.12.2024 | - |  |  | | 24 | Sending Invitation Letter to participants of film festival | 12.12.2024 | - |  |  | | 25 | Logistical preparation for Documentary Film Festival | 1.12.2024 | - |  |  | | 26 | Hiring the technical team, staffs, volunteers, interpreters and liaison officer for Film Festival | 12.12.2024 | - |  |  | | 27 | Conducting Mekong Creative Film Festival (Traditional Games and Foods) | 18.12.2024 | 20.12.2024 | 3 days |  | | 28 | Conduct Mekong Creative Film Festival (Traditional Games and Foods) Public Show | 18.12.2024 | 20.12.2024 | 3 days |  | | 29 | Cultural Tour for Participants | 26.12.2024 | - |  |  | | 30 | Feedback meeting with project team & External Consultant | 10.1.2025 | - |  |  | | 31 | Summarize the Pre and post project survey assessment | 24.12.2024 | 31.1.2025 |  |  | | 32 | Writing final project report | 1.2.2025 | 1.3.2025 |  |  | | 33 | Submitting final project report | 1.3.2025 | 31.3.2024 |  |  | | | | | | | |
| **Outcomes, Outputs, Activities and Inputs at Project level** | | | | | | |
| Expected Result | Indicator | Means of Verification | | Target | | Remarks |
| Mid-term | Final |
| Project outcomes | | | | | | |
| 1.Preserve and Promote Traditional Cultural Heritage. | Young Artists from Mekong-ROK | Survey  questionnaire report | | - | Final |  |
| 2.Improve and upgrade filmmaking skills for young filmmakers. | 180 Young Artists from Mekong-ROK | pre & post assessment of  workshop | | Mid-Term | - |  |
| 3. Promote cultural cooperation, mutual understanding and friendship among the young filmmakers. | 180 Young Artists from Mekong-ROK | Result of Assessment of created  artwork | | Mid-Term | - |  |
| 4. Enhance awareness of Mekong-ROK culture wave. | 36 Young Artists from Mekong-ROK | pre & post  Festival survey  report | | - | Final |  |
| Project outputs (that contribute to outcomes) | | | | | | |
| 1.Pre- Documentary Film Incubator  Workshop | 12 external consultants | pre & post  workshop  report | | - | Final |  |
| 2. Documentary Film Incubator  Workshop | 180 Young Artists from Mekong-ROK | pre & post participants survey  report | | Mid-Term | - |  |
| 3. Filmmaking Master Classes | 180 Young Artists from Mekong-ROK | Result of Assessment of created artwork | | Mid-Term | - |  |
| 4. Documentary Film Screening | 36 Young Artists from Mekong-ROK | pre & post  audience survey  report | | - | Final |  |
| Activities | Description | | | | | |
| **Activity 1**  **Pre- Documentary Film Incubator Workshop** | The objective of this activity is to preserve and promote for enhancing respect for cultural differences, traditions and customs of the Mekong-ROK Countries. Pre-Documentary Film Incubator workshop will be conducted in Yangon, Myanmar on (16.9.2024). We will invite and select (2) external consultants from Mekong-ROK countries. Total (12) external consultants will be attending the one-day workshop in Yangon and discussing the Documentary Film Incubator workshop and production of Documentary film (Traditional Games and Foods) in their own countries. Each country's External consultants’ group will present their traditional Game and foods and proposal of Documentary Film Incubator Workshop in their country. All the External consultants of Mekong countries must submit the Documentary Film Incubator workshop proposal, budget proposal, schedule of workshop, etc. to Project implantation Agency (PIA). The expense of the attending workshop will be borne by the host that will cover the cost of round-trip ticket, three nights’ accommodation, lunch for Festival Day and transportation. We will provide honorarium USD 1000$ to external consultants of each Mekong-ROK country. All external consultants can be attending the Documentary Film Festival (Traditional Games and Foods). The expense of the attending festival will be borne by the host that will cover the cost of round-trip ticket, three nights’ accommodation, meal for festival day and transportation. Tentative schedule of Pre-Documentary Film Incubator Workshop is shown by appendix (7).  **Criteria of Documentary Film Festival External Consultant**  Participants (2) External Consultants from each Mekong-ROK  country.  Total (12) external Consultants  Place Hotel, Yangon, Myanmar  Time 9:00am-4:00pm  Date 16.9.2024 (1 Day Program)  Eligible countries Korea, Cambodia, Laos, Myanmar, Thailand, Vietnam  (2) external Consultants from each Mekong-ROK country  AgeOver 45 years old  Education At least M.A Degree  Well experience of judging a film.  Well experience of implementing Filmmaking workshop  for youth artists.  Eligible people One Film University professor (or) One Famous  Filmmaker  Honorarium 1,000$ for External Consultant   |  |  | | --- | --- | | TOR | | | **Position** | External Consultant | | **Job Level** | Coordination with Project Manager, project secretary and Project finance assistant. | | **Part Time/**  **Full Time** | Part Time | | **Duty Station** | Virtual Meeting/ Mekong country | | **Responsibilities** | -Give suggestion and instruction of implementing film festival project activities  -Coordination with project manager, project secretary and project finance Assistant.  -submit the Documentary Film Incubator workshop proposal, budget proposal, schedule of workshop, etc.  -implement the Documentary Film Incubator workshop.  -Supervised the production of Documentary Film(Traditional Games and Foods) | |  | The criteria for a external consultant are as follows:  -Film University professor (or) famous Filmmaker  - Over 45 years old  -At least M.A Degree and Well experience of production of film  -Well experience of implementing Filmmaking workshop for youth artists | | | | | | |
| **Activity 2**  **Documentary Film Incubator Workshop** | Documentary Film Incubator workshop will be conducted in Mekong (5) countries. The objective of this activity is to improve and upgrade filmmaking skills for young filmmakers of Mekong countries. In this activity consisting of sub two activities, the first sub activity is Documentary Film Incubator Workshop and the second sub activity is production of documentary film (Traditional Games and Food) by Mekong-ROK youth filmmakers. Two external consultants of each Mekong-ROK countries will implement the Documentary Film Incubator workshop, a one-day program. After that, they will select the young filmmakers and divide two groups and to supervise the production of documentary film (traditional Games and foods). That (2) documentary film (traditional Games and foods) will be screened in the Documentary Film Festival in Yangon, Myanmar. In this Youth camp (10) students from Myanmar and (20) students from host Mekong- ROK countries, (30) students will participate in the activity. Two external consultants of the host country will select the outstanding host students and will divide (2) groups for documentary film production. These two-documentary film of (traditional games and food) will be screened in Mekong Creative Film Festival and (3) participants of each documentary film ,(1) Judge and (2) external consultant, total (9) participants will be attending the Mekong Creative film festival (Traditional Games and foods) in Yangon, Myanmar. We will provide USD 10,000 $ for Documentary film Incubator workshop and USD 5,000 $ for each documentary film (traditional Games and foods). So, we will provide USD 20,000$ for each Mekong country to conduct the second activity of the Documentary Film Incubator workshop and production of two documentary film. Tentative schedule of Documentary Film Incubator Workshop is shown by appendix (8). | | | | | |
| **Activity2.1**  **Documentary Film Incubator Workshop in Mekong Country** | All external consultants must implement the Documentary Film Incubator workshop in their country. We will provide USD 10,000 $ for a Documentary film Incubator workshop. The workshop will run from 1st October to 31st October 2024.The expenditure of this workshop should be involved (3) external consultant (2 national+1ROK) of lecture fee Honorarium (1,000$ for each person), one guest external consultant from ROK airfare, accommodation, Lunch and Farewell dinner for participants, workshop package and Per Diem for foreign participants.  Myanmar (10) young filmmakers and (4) PIA team member will attend the Documentary Film Incubator workshop in Mekong Country. The expense of the attending workshop will be borne by the PIA that will cover the cost of round-trip ticket and three nights’ accommodation.  Myanmar (10) participants’ young filmmakers will attend the Documentary Film Incubator workshop in Mekong country. During the workshop, they will share knowledge and experiences of traditional Games and Foods and the production of filmmaking. They will have opportunity to learn precious lecture and knowledge from Mekong-ROK  Regional external consultants and to share ideas and creation of documentary film with young filmmakers from Mekong-ROK.  Myanmar PIA Team (4) members will attend the Documentary Film Incubator workshop in Mekong-ROK country. Myanmar PIA Team members will assist the external consultants of host country for implementing workshop.  **Criteria of participants**  Participants (10) students from Myanmar  (20) students from Host Mekong-ROK countries.  Total (30) Students  (2) External Consultants from Host country  (4) PIA Team Member  (2) MI  Total (38)  Place Hotel (or) University of Cambodia, Laos, Myanmar,  Thailand, Vietnam, Korea.  Time 9:00am-4:00pm  Date 1.10.2024 - 30.10.2024(1 day Program)  Eligible countries Korea, Cambodia, Laos, Myanmar, Thailand, Vietnam  AgeUnder 25 years old  EducationArt UniversityStudent  Eligible people University Student and Filmmakers | | | | | |
| **Activity2.2**  **Production of Documentary Film (Traditional Games and Food) by Mekong youth filmmakers** | The host country external consultants select the participants of the workshop from their country. During the workshop, they select the outstanding students for film production of traditional Games and Foods. The selection young filmmakers from the host country of workshop (Group 1 will make a documentary on food, and Group 2 will make a documentary on games). National External consultants must be supervised the production of documentary film Games and foods. The last date of submitting documentary Film is 30th November 2024. After that, they decided and chose the (3) students of each documentary film production group to attend the Film Festival. All external consultants must be attending the Documentary Film Festival.  We will invite (1) judge from each Mekong-ROK country for judging the Documentary Film (Traditional Games and Foods) for Film festival award. All Judges also must be attending the Documentary Film Festival. The expense of the attending festival will be borne by the host that will cover the cost of round-trip ticket, six nights’ accommodation, provide lunch for festival day and transportation.   |  |  | | --- | --- | | The criteria for a judge at the Documentary Film Festival (Traditional Games and Foods) are as follows: | | | **Position** | Judge | | **Job Level** | Coordination with Project Manager, project Assistant Manager and Film Selecting Committee. | | **Duty Station** | Virtual Meeting / Yangon, Myanmar. | | **Responsibilities** | - Give suggestion and instruction of implementing film festival project  Activities.  - Coordination with Project Manager, project assistant manager and Film  Selecting Committee.  - Take responsibility of Judge for selecting documentary films for Documentary Film Festival. | |  | The criteria for a judge at the Documentary Film Festival (Traditional Games and Foods)  -Film University professor (or) famous Filmmaker  -Over 35 years old  -At least M.A Degree and Well experience of judging a film | | | | | | |
| **Activity 3**  **Mekong Creative Film Festival (Traditional Games and Foods)** | Mekong Creative Film Festival (Traditional Games and Foods) will be conducted in Yangon, Myanmar. We will conduct (3) day film festivals and start at (18.12.2024) to (20.12.2024). The objectives of this activity are to promote cultural cooperation, mutual understanding and friendship among the youth of Mekong-ROK and to share the traditional Games and Foods by using media among the Mekong Countries. The morning section is giving a special Lecture (Special Classes) to the participants and the evening section is screening time and discussion. The participants of the film festival are (6) students, (2) external consultants and (1) Judge of each Mekong-ROK country. So, total (48) participants will attend this festival. After finishing the Film Festival all the participants can join the Yangon city tour. Each documentary film (3) people can be attending the Documentary Film Festival. The expense of the attending festival will be borne by the host that will cover the cost of round-trip ticket, six nights’ accommodation, lunch for Festival Day, transportation and provide 50$ per diem per day(only young filmmaker participants).. Tentative schedule of Mekong Creative Film festival is shown by appendix (9). | | | | | |
| **Activity 3.1 Master Classes** | In the morning section we will give a special lecture of Documentary Filmmaking to all participants within (3) days. We will invite (6) professors from Mekong-ROK countries. Detailed lecture titles will be discussed with six professors by virtual meeting after launching the project. In this festival we will do the pre and post assessment survey and summarize the results of the survey showing how many %of students improve their filmmaking skills after this activity. | | | | | |
| **Activity 3.2 Film Screening** | The evening section of the film festival is screening time and discussion. (10) Documentary Film (Traditional Games and Foods) of Mekong country will be screened at the evening section of the film festival.  Production of Documentary Film 1.11.2024 - 31.11.2024  Last date of submitting film 31.11.2024  Eligible countries Korea, Cambodia, Laos, Myanmar,  Thailand, Vietnam.  Eligible participant Selected outstanding participants  from Documentary Film Incubator  Workshop of each host Mekong-  ROK country  Type of Film 1. Documentary Film (Traditional  Games)  2.Documentary Film (Traditional  Foods)  Provide Production Cost USD 2,500$ per each Film  Duration 15-20 minutes  Quality 2HD (1920¬ 1080),  Must be submit by email  ygnnuac@gmail.com  English Subtitle, Synopsis,  Copyright Clearance,  Award of Documentary Film  First winner prize 1  Second winner prize 1  Third winner prize 1  Popular Award 1  Consolation prize 1  Total 5 X 2(Games & Foods) 10 (Award is giving only Certificate & Trophy& Flower Bouquet) | | | | | |
| **Activity 3.3**  **Mekong Creative Film Festival (Traditional Games and Foods) Public Show** | All Mekong documentary films of (Traditional Games and foods) will show in Shay Sone Cinema Theater within the festival day (18.12.2024-20.12.2024). This is a public free show of documentary film. This activity is tourism promotion of Mekong countries and their culture program. Tentative schedule of Mekong Creative Film festival public show is shown by appendix (10). | | | | | |

**Monitoring and Evaluation (M&E) Framework**

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| **HIERARCHY OF RESULTS** | **RESULT STATEMENT(S)** | **OBJECTIVELY VERIFIABLE INDICATORS (OVIs)** | **DEFINITION** | **BASELINE** | **TARGE T** | **DATA SOURCE / MEANS OF VERIFICATION** | **FREQUENCY** | **RESPONSIBLE** | **REPORTING** |
| How is it calculated? | What is the current value? | What is the target value? | How will it be measured? | How often will it be measured? | Who will measure it? | Where will it be reported? |
| **Impacts** | Safeguard the intangible and tangible cultural heritage | % young filmmaker create the documentary film of cultural heritage | The proportion of young filmmaker who preserve and promote the culture heritage | 20% of young artist Preserve and promote cultural heritage | 40% of young artist Preserve and promote cultural heritage | Survey questionnaire | annual | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
| **Outcomes** | Preserve and promote Traditional  cultural heritage | % young filmmaker create the documentary film of cultural heritage | The proportion of young filmmaker who create the documentary film of cultural heritage. | Alien’s Culture is influencing to the youth. | upgrade the documentary filmmaking skills and preserve and promote cultural heritage | Survey report | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
|  | Improve and upgrade filmmaking skills for young filmmakers. | 180 Young Artists from Mekong-ROK | The proportion of young filmmaker who expand their knowledge, learn and improve. | Need to upgrade the documentary filmmaking skills | Attendance list of workshops | pre & post participants survey | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
|  | Promote cultural cooperation, mutual understanding and friendship among the young filmmakers. | 180 Young Artists from Mekong-ROK | The proportion of young filmmaker who gain **networking opportunities and gain practical experience in the industry** | Need to upgrade the documentary filmmaking skills | Long-term career opportunities in the film industry. | Result of Assessment of created artwork | 1times | 12  External consultants | MKCF &  National University of Arts and Culture |
|  | Enhance awareness of Mekong-ROK culture wave | 36 Young Artists from Mekong-ROK | The proportion of young filmmaker who create the documentary film of cultural heritage. | Alien’s Culture is influencing to the youth. | preserve and promote cultural heritage by using media | pre & post  Festival  survey  report | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
| **Outputs** | Pre- Documentary Film  Incubator  Workshop | The number of filmmakers in who submitted film in festival. | The proportion of young filmmaker who create the documentary film of cultural heritage very well. | Alien’s Culture is influencing to the youth. | Registration list of film Festival | pre & post filmmakers survey | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
| Documentary Film  Incubator  Workshop | 180 Young Artists from Mekong-ROK | The proportion of young filmmaker who improve the filmmaking skills. | Need to upgrade the documentary filmmaking skills | Attendance list of Master classes | pre & post participants survey | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |
| Filmmaking  Master Classes | 180 Young Artists from Mekong-ROK | The proportion of young filmmaker who gain networking opportunities and gain practical experience in the industry | Need to upgrade the documentary filmmaking skills | Long-term career opportunities in the film industry. | Result of Assessment of created artwork | 1times | Judges& | Documentary Filmmaking Internship Workshop |
| Documentary Film Screening | 180 Young Artists from Mekong-ROK | The proportion of students who know Mekong-ROK culture very well. | Need to enhance awareness of Mekong-ROK and their culture | 50% of students  who know Mekong-ROK culture very well | pre & post audience survey | 2times | Project manager &  assistant manager | MKCF &  National University of Arts and Culture |

# Appendix 3: [proposal package] Indicative budget

*The budget should be presented in this section and provided in a separate Excel file*

# Appendix 4: [proposal package] Project Detailed Work Plan

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|  | **Month(2024)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task** | **1** | | | | **2** | | | | **3** | | | | **4** | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | **9** | | | | **10** | | | | **11** | | | | **12** | | | |
| ***Documentary Film Festival***  ***(Traditional Games and Foods)*** | ***Total budget as accumulation of activity budgets*** **499840:00(USD)**  **(1 Year) (14.2.2024 - 1.3.2025)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Project Launch (14.2.2024 - 31.3.2024)** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Signing the agreement of Project |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity-1**  **Pre-Documentary Film Incubator Workshop** | **Activity1. 17% of Total Budget 85,878.00 $ (1.3.2024 - 18.9.2024)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1.1 Pre-meeting for Festival Poster  Design & promo video |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Month(2024)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task** | **1** | | | | | **2** | | | | **3** | | | | **4** | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | **9** | | | | **10** | | | | **11** | | | | **12** | | | |
| 1.2 Production of Festival Poster  Design & promo video |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 Purchase Film Festival website/  Renting billboard place |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 Start Launch Film Festival promotion by  online (website/ Facebook/ YouTube)  and offline (Billboard/flyer) |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5 Calling for External Consultants of  project |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.6 Sending Invitation Letter to External  Consultants |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.7 Virtual Meeting with PIA and External  Consultants |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.8 Logistical preparation for workshop |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.9 Hiring the technical team, staffs,  volunteers, interpreters and liaison officer  for workshop |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.10 Conducting Pre-Documentary Film  Incubator Workshop |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.11 Submitting Mid-term Report  (Project progress and financial reports) |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Month 2024** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Task** | **1** | | | | **2** | | | | **3** | | | | **4** | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | **9** | | | | **10** | | | | **11** | | | | **12** | | | | |
| **Activit.2**  **Documentary Film Incubator Workshop** | **Activity. 2 47% of Total Budget 235,507.00 $ (18.9.2024 – 24.11.2024)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.1 Calling for participant of project  Documentary Film Incubator Workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.2 Sending Invitation Letter to  participants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.3 Logistical preparation for workshop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.4Conducting Documentary Film  Incubator Workshop in Myanmar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.5 Preparing for attending Documentary  Film Incubator Workshop in  Cambodia, Laos, Thailand, Vietnam  and ROK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.6 Conducting Documentary Film  Incubator Workshop in Cambodia,  Laos, Thailand , Vietnam and ROK |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.7 Production of Documentary Film  Traditional Games and Foods  (Mekong-ROK 12 documentary films) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |

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|  | Month 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task | 1 | | | | 2 | | | | | 3 | | | | | 4 | | | | | 5 | | | | | 6 | | | | | 7 | | | | | 8 | | | | | 9 | | | | | 10 | | | | | 11 | | | | | 12 | | | | |
| **Activity-3**  **Mekong Creative Film Festival (Traditional Games and Foods)** | **Activity-3 36% of Total Budget 178,455.00 $ (1.11.2024 - 31.3.2025)**  **26% of Total Budget 128,471.00$ (1.11.2024 - 23**.12.2024**)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3.1 Receiving and technical checkup of  Documentary films from Mekong- ROK  Countries. |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.2 Reviewing and Judging Documentary  films for Film Festival prizes. |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.3 Virtual Meeting with PIA and External  Consultants |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.4 Sending Invitation Letter to participants  of film festival. |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.5 Logistical preparation for Documentary  Film Festival |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.6 Hiring the technical team, staffs,  volunteers, interpreters and liaison officer  for Film Festival. |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.7 Conducting Documentary Film Festival  (Traditional Games and Foods) |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.8Conduct Documentary Film Festival  (Traditional Games and Foods) Public  Show |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.9 Cultural Tour for Participants |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3.10 Feedback meeting with project team &  External Consultant |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| **Submitting final project report** | **10% of Total Budget 499,84.00 $ (24.12.2024 - 31.3.2025)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 4.1 Summarize the Pre and post project  survey assessment |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 4.2 Writing final project report |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 4.3 Submitting final project report |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |



# Appendix 5: TOR

**TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Position** | **e-mail / phone** | **Remarks** |
| **1** | Mr. Zw Myint Oo | Visiting Professor  National University of Arts and Culture (Yangon) | Project  Manager | [filmmakerzmo@gmail.com](mailto:filmmakerzmo@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 5006941 | TOR No.1 |
| **2** | Mr. Htay Aung | Visiting Professor  National University of Arts and Culture (Yangon) | Project Coordinator | [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 798111064 | TOR No.2 |
| **3** | Mrs. Kim, Soogi | Professor  Korea National University of Arts | External Consultant | [soogi@karts.ac.kr](mailto:soogi@karts.ac.kr)  +82 010 50170713 | TOR No.3 |
| **4** | Mr. Him Sotithya | Secretary of State Ministry of Information, Cambodia | External Consultant | [himsotithya@gmail.com](mailto:himsotithya@gmail.com)  +8558979797  +855 69878704 | TOR No.4 |
| **5** | Dr. Swe Zin Htaik | Myanmar Motion Picture Organization, Visiting Professor of NUAC (Yangon) | External Consultant | [graceszh@gmail.com](mailto:graceszh@gmail.com)  +959 443157775 | TOR No.5 |
| **6** | Dr.PanChi Soe Moe | Myanmar Motion Picture Organization | External Consultant | [pg.soemoe@gmail.com](mailto:pg.soemoe@gmail.com)  +959 5020450 | TOR No.6 |
| **7** | Mrs. Pa Pa Myo | Lecturer, Cinema and Drama Department, NUAC(Yangon) | Project Assistant Manager | [mapapamyo@gmail.com](mailto:mapapamyo@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 448051829 | TOR No.7 |
| **8** | Ms. Min Min Soe | Associate  Professor, Cinema and Drama Department, NUAC(Yangon) | Project Secretary | [minminsoemms800@gmail.com](mailto:minminsoemms800@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 -5122763 | TOR No.8 |
| **9** | Mr. Myo Oo | Head of Department (Admin & Finance),  NUAC(Yangon) | Project Finance Assistant | [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 256 109 155 | TOR No.9 |
| **10** | Mr. Htet Aung Kyaw | Assistant Lecturer Cinema and Drama Department, NUAC(Yangon) | Project Assistant  Secretary | [htetaungkyaw019@gmail.com](mailto:htetaungkyaw019@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 423187736 | TOR No.10 |
| **11** | Mrs. May Hnin San | Lecturer Cinema and Drama Department, NUAC(Yangon) | Project Assistant | [mayhninsan41@gmail.com](mailto:mayhninsan41@gmail.com)  +959 420188872 | TOR No.11 |
| **12** | Mrs, Aye Aye Han | Lecturer Cinema and Drama Department, NUAC(Yangon) | Project Assistant | [htetaungkyaw019@gmail.com](mailto:htetaungkyaw019@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 423187736 | TOR No.12 |
| **13** | Ms. Swe Mar Maing | Tutor, Cinema and Drama Department, NUAC(Yangon) | Project Assistant | [swemarnaing47@gmail.com](mailto:swemarnaing47@gmail.com)  [ygnnuac@gmail.com](mailto:ygnnuac@gmail.com)  +959 254355115 | TOR No.13 |

**TERMS OF REFERENCE OF FULL TIME AND PART TIME PROJECT STAFF**

|  |  |
| --- | --- |
| TOR No.1 | |
| **Position** | Project Manager |
| **Job Level** | Management and Implementation of Project Activities |
| **Part Time/**  **Full Time** | Full Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | In accordance with guidance of Project Director and Coordination with MI:  - Prepare detailed annual work plan and budget plan  - Arrange to hire the external experts  - Implement the approved work plan  - Provide secretarial supports to Project Manager and Project Team  - Perform all the project field activities, especially capacity building activities in accordance with work plan  - Plan and arrange the project meetings, trainings, workshops and study tours Deliver the capacity building trainings assigned for Project Implementation Team  - Write the progress reports and final reports of implemented activities  - Coordinate with relevant stakeholders in project implementation |
| **Requirements** | * at least more than 15 years of working experience Film Industry * Professor of Cinema and Drama Department * Well experience of Production Film |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 2 | |
| **Position** | Project Coordinator |
| **Job Level** | Management, Monitoring and Guidance to the implementation of project activities |
| **Part Time/**  **Full Time** | Full Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | -Evaluating and finding solutions to potential problems during project implementation  -Planning and managing team goals, project schedules, and new information  -Coordinating team members to keep workflow on track  -Managing project-related paperwork and materials  -Preparing and reviewing project proposals |
| **Requirements** | * at least more than 15 years of working experience Film Industry * Professor of Cinema and Drama Department * Well experience of Production Film |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 3 | |
| **Position** | External Consultant |
| **Job Level** | Coordination with Project Manager, project secretary and Project finance assistant. |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Virtual Meeting/ Yangon, Myanmar |
| **Responsibilities** | - Give suggestion and instruction of implementing film festival project  activities  - Coordination with project manager, project secretary and project finance  Assistant.  - Giving special lecture of Documentary Filmmaking during the festival  - Take responsibility of Judge for selecting documentary films for  Documentary Film Contest. |
|  | The criteria for a judge and lecturer at the Documentary Film Festival (Traditional Games and Foods) are as follows:  - Film University professor (or) famous Filmmaker  - Over 45 years old  - At least M.A Degree and Well experience of judging a film |
| **Date** | 16.07.2024 | |

|  |  |
| --- | --- |
| TOR No. 4 | |
| **Position** | External consultant |
| **Job Level** | Coordination with Project Manager and Project finance assistant. |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Virtual Meeting/Yangon, Myanmar |
| **Responsibilities** | - Give suggestion and instruction of implementing project activities  - Coordination with Project Manager and Project finance assistant.  - Giving special lecture of Documentary Filmmaking during the festival  - Take responsibility of Judge for selecting documentary films |
| **Requirements** | * University Film Professor or Famous Filmmaker * At least B.A (or) M.A Degree of Filmmaking Department (Directing, Scriptwriting, Cinematography, Acting, Editing) * Well experience of judging Film |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 5 | |
| **Position** | External consultant |
| **Job Level** | Coordination with Project Manager and Project finance assistant. |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Virtual Meeting/Yangon, Myanmar |
| **Responsibilities** | - Give suggestion and instruction of implementing project activities  - Coordination with Project Manager and Project finance assistant.  - Giving special lecture of Documentary Filmmaking during the festival  - Take responsibility of Judge for selecting documentary films |
| **Requirements** | * Member of Myanmar Motion Picture Organization * Visiting Professor of Cinema and Drama Department * Doctor Degree of Cinema and Drama |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 6 | |
| **Position** | External consultant |
| **Job Level** | Coordination with Project Manager and Project finance assistant. |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Virtual Meeting/Yangon, Myanmar |
| **Responsibilities** | - Give suggestion and instruction of implementing project activities  - Coordination with Project Manager and Project finance assistant.  - Giving special lecture of Documentary Filmmaking during the festival  - Take responsibility of Judge for selecting documentary films |
| **Requirements** | * Member of Myanmar Motion Picture Organization * Visiting Professor of Cinema and Drama Department * Doctor Degree of Cinema and Drama |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 7 | |
| **Position** | Project Assistant Manager |
| **Job Level** | Management and Implementation of Project Activities |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | In accordance with guidance of Project Director and Coordination with MI:  - Prepare detailed annual work plan and budget plan  - Arrange to hire the external experts  - Implement the approved work plan  - Provide secretarial supports to Project Manager and Project Team  - Perform all the project field activities, especially capacity building activities in accordance with work plan  - Plan and arrange the project meetings, trainings, workshops and study tours Deliver the capacity building trainings assigned for Project Implementation Team  - Write the progress reports and final reports of implemented activities  - Coordinate with relevant stakeholders in project implementation |
| **Requirements** | * Lecturer of Cinema and Drama Department * At least M.A (Arts Administration) * holder who has at least more than 10 years of working experience in department of Cinema and Drama. |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 8 | |
| **Position** | Project Secretary |
| **Job Level** | Implementation of Project Activities under direct supervision of Project Director and Project Manager |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | -In accordance with guidance of Project Director and Coordination with MI:  -Provide secretarial supports to Project Manager and Project Team  - Perform all the project field activities, especially forestry operations in accordance  with work plan  - Plan and arrange project meetings, capacity building trainings, workshops, study tour,  and field visits  - Coordination with relevant stakeholders at local level |
| **Requirements** | * Associate Professor of Cinema and Drama Department * At least M.A (Cinema and Drama) holder who has at least more than 10 years of working experience in Cinema and Drama Department. |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No.9 | |
| **Position** | Project Finance Assistant |
| **Job Level** | Implementation of Project Activities under direct supervision by Project Director |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | In accordance with guidance of Project Director and Coordination with MI:  - Take responsibility for overall management and implementation of project activities  - Prepare detailed annual work plan and budget plan  - Arrange to hire the external experts  - Implement the approved work plan  - Prepare and Submit progress/completion/ technical/ audit reports and other necessaries to respective Project Monitoring Team and MI |
| **Requirements** | * Head of Department (Admin & Finance), Admin & Finance Department, * At least **B.Sc. (Mathematics)** * holder who has at least more than 10 years of working experience in Admin & Finance Department. |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 10 | |
| **Position** | Project Assistant Secretary |
| **Job Level** | Implementation of Project Activities under direct supervision of Project Director and Project Manager |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | -In accordance with guidance of Project Director and Coordination with MI:  -Provide secretarial supports to Project Manager and Project Team  - Perform all the project field activities, especially forestry operations in accordance with work  plan  - Plan and arrange project meetings, capacity building trainings, workshops, study tour, and field visits  - Coordination with relevant stakeholders at local level |
| **Requirements** | * Lecturer of Cinema and Drama Department * At least M.A (Cinema and Drama) holder who has at least more than 10 years of working experience in Cinema and Drama Department. |
| **Date** | 16.07.2024 |

|  |  |
| --- | --- |
| TOR No. 11/11/12 | |
| **Position** | Project Assistant |
| **Job Level** | Mainly to assist Project Manager, Project finance assistant and project secretary. |
| **Part Time/**  **Full Time** | Part Time |
| **Duty Station** | Yangon, Myanmar |
| **Responsibilities** | Under the direct supervision of Project Manager Project finance assistant and project secretary.  - Take the responsibility of preparing logistic for all project activities and organizing of the documents and reports  - Track payment/ invoices/ receipts and reconcile the accounts for the project ensuring that the funds are properly spent  - Ensure proper accountability of the project funds  - Prepare the expenditure statements  - Assist Project finance assistant in preparation of finance report and audits  - Assist the project manager in hiring of external experts  - Arrange the project office activities |
| **Requirements** | B.A(or) M.A Degree (Cinema and Drama)  Diploma in computer arts  Diploma in language |
| **Date** | 16.07.2024 |

**TOR. No.1**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Name: Mr. Zaw Myint Oo** 2. **Proponent Organization: National University of Arts and Culture (Yangon)** 3. **Proposed Position: Project Manager** 4. **Full Time/Part Time: Full Time** 5. **Date of Birth: 8 - 11 -1960** 6. **Nationality**: **Myanmar** 7. **Complete personal contact details:**   Address: **No.179, Tuthidar Road,(A) Quarter, North Oakkalarpa Township, Yangon, Myanmar**  Mobile: +9595006914  Email: filmmakerzmo@gmail.com   1. **Education:**  * **B.Sc (Physics)** * **Diploma in Cinematography** | | | |
|  | | | |
| 1. **Membership in Professional Associations:** | | | |
| * Myanmar Motion Picture Organization | | | |
|  | | | |
| 1. **Other Trainings:** | | | |
|  | | | |
|  | | | |
| 1. **Countries of Work Experience:** [in the last 10 years] | | | |
|  | | | |
| 1. **Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | |
| 1. **Employment Record:** | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date**  **from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to**  **Handle the project** | | 2009–  2012 | Yangon, Myanmar | Myanmar Motion Picture Organization | Executive |  | | 2017 –  2019 | Yangon Myanmar | Myanmar Motion Picture Organization | Assistant Secretary |  | | 2020 –  to date | Yangon Myanmar | Myanmar Motion Picture Organization | Secretary |  | | | | | | | |
|  | | | | | | |
| 1. **Other relevant information (**e.g., Publications**)** | | | | | | |
| **Certification:** | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | | - | | ☐ |
| 1. I am employed by the proponent organization | | | | - | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | | - | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
|  | | | | | | |
| Description: C:\Users\Htet Aung Kyaw\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG-58d495da2fc444439ae73b2b206253d2-V.PNGName: Mr. Zaw Myint Oo  Signature: | | Date: 16-7-2024 | | | | |



**TOR No.2**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| * + - 1. **Name: Professor : Mr. Htay Aung**       2. **Proponent Organization: National University of Arts and Culture (Yangon)**       3. **Proposed Position: Project Coordinator**       4. **Full Time/Part Time: Full Time**       5. **Date of Birth: 20.2.1932**       6. **Nationality**: **MYANMAR**   **6. Complete personal contact details:**  **Address: NO 42, (108) Road, Mingalar Taung Nyunt Township, Yangon, Myanar**  **Mobile: +959 424119957**  Email:  7. **Education:**   * **B.A (Cinema & Drama)** | | | |
|  | | | |
| 1. **Membership in Professional Associations:** | | | |
| * Myanmar Motion Picture Organization | | | |
|  | | | |
| **9. Other Trainings:** | | | |
|  | | | |
|  | | | |
| **10. Countries of Work Experience:** [in the last 10 years] | | | |
|  | | | |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |
| --- | --- | --- |
| **12. Employment Record:** | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | |  | Yangon, Myanmar | Myanmar Motion Picture Organization | Patron |  | |  | Yangon, Myanmar | Myanmar Motion Picture Organization | Acting and Directing Training Teacher |  | |  | Yangon, Myanmar | Loral Art Academy | Actor Teacher |  | |  | Yangon, Myanmar | Supreme Broadway institute | Actor Teacher |  | |  | Yangon, Myanmar | National University of Arts and Culture (Yangon) | Visiting Professor |  | | | |
|  | | |
| **13. Other relevant information (**e.g., Publications**)** | | |
| **Certification:** | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | |
|  | Yes | No |
| 1. This CV correctly describes my qualifications and my experience |  | ☐ |
| 1. I am employed by the proponent organization | * ☐ | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | * ☐ | ☐ |
|  | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | |

|  |  |
| --- | --- |
| Name: Mr. Htay Aung  Description: C:\Users\Htet Aung Kyaw\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG-637f6187febffc0d8131ff91acf5e9cc-V.PNG  Signature: | Date: 16-07-2024 |

**TOR. No.3**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * + - 1. **Name:** Kim, Soogi  1. **Proponent Organization:** National University of Arts and Culture (Yangon)    * + 1. **Proposed Position:** External Consultant        2. **Full Time/Part Time: Part Time**        3. **Date of Birth:** 1963.11.10 **Nationality**: Korea        4. **Complete personal contact details:**   Address: #204 New Castle House, Daesaguan-ro 7gil 8, Hannamdong, Seoul, Korea  Mobile: 82-10-5017-0713  Email: [soogi@karts.ac.kr](mailto:soogi@karts.ac.kr)   * + - 1. **Education:** * M.F.A.   University of Wisconsin-Madison, May 1993  Major: Acting, Dept of Theatre &Drama   * M.A.   University of Wisconsin-Madison, May 1990  Major: Theory & Criticism, Dept of Theatre & Drama   * B.A.   Korea University-Seoul, Feb. 1987  Major: English language and Literature | | | | | | |
| * + - 1. **Membership in Professional Associations:** | | | | | | |
| * Member of Association of Korea Education Theatre * Member of Association of Korea Theatre Arts Therapy | | | | | | |
|  | | | | | | |
| * + - 1. **Other Trainings:** | | | | | | |
|  | | | | | | |
| * + - 1. **Countries of Work Experience:** [in the last 10 years]   2020. Presenting about “Acting Education at Karts” in the International Shanghai Symposium, China  2018. Acting Workshop at the National University of Arts and Culture faculty, Myanmar  2018. ITI/UNESCO Network For Higher Education in the Performing arts Conference/ Presenting about “Performing Arts Education in a Globalized Context.”, Shanghai, China  2017. STA International Forum on Actor Training, Shanghai Theatre Academy, China  2016 Acting Workshop & Symposium at Kyoto University, Kyoto, Japan  2013 Working as Provost of Karts for the exchange program between schools, Africa Kenya and Malawi | | | | | | |
|  | | | | | | |
| * + - 1. **Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | | | | |
| **Language** | **Speaking** | | **Reading** | | **Writing** | |
| * Korean (Mother Tongue) * English | Excellent  Excellent | | Excellent  Excellent | | Excellent  Excellent | |
| * + - 1. **Employment Record:** | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | **1995~**  **present** | **Seoul**  **Republicof Korea** | **Korea National University of Arts** | **Professor** | **1996~2000 Chair of Acting Department**  **2002~2003 Director of Performance Committee**  **2003~2005 Director of Dormitory**  **2009~2011 Director of CEO program**  **2011~2013 Provost of Planning Division**  **2016~2018 Chair of Acting Department**  **2021~present Committee of Performance** | | | | | | | |
|  | | | | | | |
| * + - 1. **Other relevant information (**e.g., Publications**)** | | | | | | |
| **Certification:** | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | |  | | ☐ |
| 1. I am employed by the proponent organization | | | |  | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | |  | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
| Name: Kim, Soogi  C:\Users\User\AppData\Local\Packages\Microsoft.Windows.Photos_8wekyb3d8bbwe\TempState\ShareServiceTempFolder\서명.jpegSignature: | | Date: 16.07.2024 | | | | |

**TOR.4**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **Name:** HIM SOTITHYA 2. **Proponent Organization:** National University of Arts and Culture (Yangon), Myanmar 3. **Proposed Position:** External Consultant 4. **Full Time/Part Time: Part Time** 5. **Date of Birth:** 06/April/1980 **Nationality:** Cambodian 6. **Complete personal contact details:**   Address: No. 051, Str.Lom, Sangkat. Prek Eng, Khan. Chbar Ampov, Phnom Penh City,  Cambodia.  Mobile: (855) 89 797 797  Email: [himsotithya@gmail.com](mailto:himsotithya@gmail.com)  **8. Education:**  2006 – 2010 - Undergraduate of filmmaking (Major Editing) at Korea National University of arts, Seoul, South Korea.  1998 – 2001 - B.A Political Science at Delhi University, New Delhi, India. | | | | | | |
|  | | | | | | |
| **9. Membership in Professional Associations:** | | | | | | |
| 2019 - Jury of the 6th Cambodian National Film Festival 2019  2010 – 2013 - Chief of Research and Development (R&D) at Apsara TV and Radio Station. | | | | | | |
|  | | | | | | |
| **10. Other Trainings:** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **11. Countries of Work Experience:** [in the last 10 years]  2021 – Present - Secretary of state, Ministry of Information  2018 – 2021 - Under Secretary of State, Ministry of Information  2014 – 2018 - Vice Dean, Faculty of Choreographic Arts, Filmmaking Department at Royal University of Fine Arts (RUFA) Cambodia.  2014 – 2018 - Post Production Manager at Mega Film Production.  TV Commercial as Director of Photography.  Commercial Film Director of Photography at Mega Film Production.  2014 – 2015 - 2014 - 2015 Angkor Sangkranta TVC as Cinematographer.  2011. February - PARAMOUNT PICTURE, TRANSFORMER 3 (DARK OF THE  MOON), Cambodia Unit as VFX assistant.  2009 – 2010 - Cambodia – Korea Documentary Co-production coordinator and 2nd editor.  Seoul International Student documentary team.  2004 – 2006 - Movie and music video editor at SSB Productions, Cambodia.  2003 April - Planet Film (Malaysia) Petronas TVC shoot in Cambodia, as assistant location manager.  **12. Filmography:**  2014 – 2015 - Director of Photography of “Me Kob Sari” (Commercial Film)  Editor of “Father’s Treasure” (Commercial Film)  2015 Angkor Sangkranta TVC as Cinematographer.  TV Commercial as Director of Photography.  2011. April - “Black Magic curtain” running time 80mn as Director of Photography.  2010 – 2011 - Directed a short film “My best friend” running time 18mn.  Edited 2 short films “Father” and “The Victim”. | | | | | | |
|  | | | | | | |
| **13. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] Excellent | | | | | | |
|  | | | | | | |
| **Language** | **Speaking** | | **Reading** | | **Writing** | |
| **English**  **Korean** | **Advance**  **Intermediate** | | **Advance**  **Intermediate** | | **Advance**  **Intermediate** | |
|  |  | |  | |  | |
| **14. Employment Record:** | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | *2010-2014* | *Cambodia* | *Rector*  *Royal University of*  *Fine Arts* | *Professor* | *Lecture of senior.*  *-Coordinator Cambodian &*  *Korean Project of Arts*  *exchange.* | | *2014-2018* | *Cambodia* | *Rector*  *Royal University of*  *Fine Arts* | *Vice-Dean* | *Lecture of senior.*  *-Coordinator Cambodian &*  *Korean Dream Project of*  *Traditional Dance exchange.* | | *2018-2021* | *Cambodia* | *Minister*  *Ministry of*  *Information* | *Under Secretary Of State* | -*Taking charge of Cambodia*  *Television Association.* | | *2021 - Present* | *Cambodia* | *Minister*  *Ministry of*  *Information* | *Secretary Of State* | -*Taking charge of Cambodia*  *Television Association.*  *-Taking charge of TVC &*  *TV Drama Broadcast on TV.* | | | | | | | |
|  | | | | | | |
| **15. Other relevant information (**e.g., Publications**)** | | | | | | |
| **Certification:** | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| This CV correctly describes my qualifications and my experience | | | | Description: Checkmark☐ | | ☐ |
| I am employed by the proponent organization | | | | Description: Checkmark☐ | | ☐ |
| I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | | Description: Checkmark☐ | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
|  | | | | | | |
| Name: HIM SOTITHYA  Signature: | | Date: 16.07.2024 | | | | |

**TOR No.5**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| * + - 1. **Name: Professor Dr. Swe Zin Htaik**       2. **Proponent Organization: NUAC**       3. **Proposed Position: External Consultant**       4. **Full Time/Part Time: Part Time**       5. **Date of Birth: 13.6.1953 Nationality**: **MYANMAR**   **6. Complete personal contact details:**  **Address:15(A),SHWE TAUNG GYAR YEIKTHA ST, BAHAN, YANGON**  **Mobile: +959443157775**  Email: [graceszh@gmail.com](mailto:graceszh@gmail.com)  7. **Education:**   * **B,Com** * **D.A, R.L** * **Dip in French** * **Dip in Abhidhamma** * **Ph.D(Cinema and Drama)** | | | |
|  | | | |
| 1. **Membership in Professional Associations:** | | | |
| * Member; Myanmar Censor Board * Member; Education Board NUAC * Member; Film Development Center * Country Representative of Myanmar Mobile Education Program | | | |
|  | | | |
| **9. Other Trainings:** | | | |
| * 2002 – Media Leadership Program, PCI,USC (LA) * 2020 – World Education Forum ; Universal Peace Federation | | | |
|  | | | |
| **10. Countries of Work Experience:** [in the last 10 years] | | | |
|  | | | |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * Myanmar * English * French | Excellent  Good  Fair | Excellent  Good  Fair | Excellent  Good  Fair |

|  |  |  |
| --- | --- | --- |
| **12. Employment Record:** | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | **2015-2019** | France | Patron Memory Film Festival | Jury |  | | **2021** | MOFA/  MOI | Asean-China short Film Competition | Jury |  | | **2022** | India | Hydrabad Doc & Short FF | Jury |  | | **2018-2022** | MOC | Myanmar IP Central Committee | Member |  | | **2024- Up To Date** | **MOC** | Myanmar IP Central Committee  Asean KOFIC | Advisor  Member |  | | | |
|  | | |
| **13. Other relevant information (**e.g., Publications**)** | | |
| **Certification:** | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | |
|  | Yes | No |
| 1. This CV correctly describes my qualifications and my experience |  | ☐ |
| 1. I am employed by the proponent organization | * ☐ | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | * ☐ | ☐ |
|  | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | |

|  |  |
| --- | --- |
| Name: Dr. Swe Zin Htaik  D:\Data D(external) TTS\2023 In & Out files\2023  & 2024 Poject Proposal (Mekong & ROK & ACF &\2023 ASEAN KOREA project\10-1-24\soe moe\Swe Zin Htaik.jpg  Signature: | Date: 16.07.2024 |

**TOR No.6**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * + - 1. Name: Pan Gyi Soe Moe @ Soe Moe       2. Proponent Organization: Myanmar Motion Picture Association and Myanmar   Photographic Association  3. Proposed Position: External Consultant  4. **Full Time/Part Time: Part Time**  5.Date of Birth:27/4/1944 Nationality: Burmese   1. Complete personal contact details: 2. Address:657 (B), Myakanthar 1st Street, Kamayut Township, Yangon 3. Mobile: 09-5020450, 09-792223575 4. Email: [pg.soemoe@gmail.com](mailto:pg.soemoe@gmail.com) 5. Education:  * Doctor of Letters ( Honoris Causa) * State School of Fine Arts(Diploma) | | | | | | |
|  | | | | | | |
| 1. Membership in Professional Associations: | | | | | | |
| * Myanmar Motion Pictures Association * Myanmar Photographic Society * IWS – International Watercolor Society * Owner at Artist’s House Art Gallery | | | | | | |
|  | | | | | | |
| 1. Other Trainings: | | | | | | |
| * First batch photographic training at Myanmar photographic Society Color Graining Learning (Hong Kong). * Photography Technique training in Korea & Hardware training in Japan. | | | | | | |
|  | | | | | | |
| 1. Countries of Work Experience: [in the last 10 years]  * Myanmar * Indonesia * China * Hong Kong * Korea * Malaysia * USA * Thailand * Japan * Vietnam * India * Singapore * United Kingdom | | | | | | |
|  | | | | | | |
| 1. Languages: [Mother Tongue/Excellent/Good/Fair/Poor] | | | | | | |
|  | | | | | | |
| Language | Speaking | | Reading | | Writing | |
| * Burmese * English | Mother  Tongue  Good | | Mother  Tongue  Good | | Mother  Tongue  Good | |
|  |  | |  | |  | |
| 1. Employment Record: | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date from -to | Location | Employer organizations and reference persons | Position | Work Undertaken that Best illustrates Capability to Handle the project | | *Month /year*  *To date* | *City /country* | *Name and position of reference person + email + telephone* | *Title of position held* | *Project Title / budget / donor /*  *achievement - include also main project features, activities performed, project coordination activities, etc.* | | *Month /year -*  *Month /Year* | *City /country* | *Name and position of reference person + email + telephone* | *Title of position held* | *Project Title / budget / donor /*  *achievement - include also main project features, activities performed, project coordination activities, etc.* | | | | | | | |
|  | | | | | | |
| 1. Other relevant information (e.g., Publications) | | | | | | |
| Certification: | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | | * ☐ | | ☐ |
| 1. I am employed by the proponent organization | | | | * ☐ | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | | * ☐ | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
|  | | | | | | |
| Name: Soe Moe @ Pan Gyi Soe Moe  Description: D:\Data D(external) TTS\2023 In & Out files\2023  & 2024 Poject Proposal (Mekong & ROK & ACF &\2023 ASEAN KOREA project\10-1-24\soe moe\U Soe Moe Sign.jpg  Signature: | | Date: 16.07.2024 | | | | |

**TOR No.7**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |
| --- |
| 1. Name: **Mrs. PA PA MYO**   1. Proponent Organization**:** **National University of Arts and Culture (Yangon)** 2. Proposed Position**: Project Coordinator** 3. Full time/Part Time: **Full Time** 4. Date of Birth: **26.06.1975** Nationality: **MYANMAR** 5. Complete personal contact details:   Address: **No.(846),Ayar17th Road, (Nya) Quarter, Northokkalapa Township,**  **Yangon, Myanmar**  Mobile: **+95-09-448051829**  Email: **mapapamyo@gmail.com**   1. **Education:**   **M.A(Arts Administration)**  **B.A(Dramatic Arts)**  **Diploma in Korean**  **Diploma in Global English**  **Diploma in Computer Arts**  **Advanced Diploma in Civil Service management** |
|  |
| 1. **Membership in Professional Associations:** |
| **Member of Asian Dance Committee**  **Member of ASEAN Puppetry Association (APA)**  Executive Committee Member of Myanmar KOICA Club (MMKC) |
|  |
| 1. **Other Trainings:** |
| 1.“Certificate of Gender Equality Leadership for New Women Leaders”  KOICA, Seoul, Republic of Korea (2weeks)  2. “Certificate of Art Major Faculty Explore K-arts (AMFEK)” (5months)  Korea National University of Arts, Seoul, Republic of Korea  3. “Certificate of Intermediate Course on Strategic Tourism Development” (1month)  Myanmar –Singapore Training Centre |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Countries of Work Experience:** [in the last 10 years] | | | |
| 2013 “The 5th Meeting of APA and the Celebration of ASEAN Traditional  Puppetry” (3days)Singapore  2014 “Certificate of Gender Equality Leadership for New Women Leaders”  (3 weeks) KOICA, Seoul, Republic of Korea  2017 “Certificate of Art Major Faculty Explore K-arts(AMFEK)”  (6 months) Korea National University of Arts ,Seoul, Republic of Korea    2018 “2018 Asian Dance Collaboration Meeting” (3days)  Seoul, Republic of Korea | | | |
| 1. **Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| English | Good | Good | Good |
| Korean | Good | Good | Good |
| 1. **Employment Record:** | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | 1997-2005 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Tutor (Dramatic Arts Department) | Implementing the “Young Global Artist Project” with the Korea National University of Arts. | | 2005-2010 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Assistant Lecturer (Dramatic Arts Department) | Implementing Cultural Exchange Program with Bansomedejchaopraya RaJabhat University (BURU). | | 2011- Up to date | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Lecturer (Cinema and Drama Department) | We have experienced with KOICA (World Friends KOICA Volunteer Program). | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| 1. **Other relevant information (**e.g., Publications**)**   **Writing research paper and articles in our University Research Journal and magazine.** | | | |
| **Certification:** | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | |
|  | | Yes | No |
| 1. This CV correctly describes my qualifications and my experience | | ☑ | ☐ |
| 1. I am employed by the proponent organization | | ☑ | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | ☑ | ☐ |
|  | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | |
|  | | | |
| Name: Mrs. PA PA MYO  Signature: | Date: 16.07.2024 | | |

**TOR No.8**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Name: Ms. Min Min Soe**   1. **Proponent Organization: National University of Arts and Culture(Yangon)** 2. **Proposed Position: Project Assistant Manager** 3. **Full time/Part Time: Part Time** 4. **Date of Birth: 9.6.1974 Nationality**: **Myanmar** 5. **Complete personal contact details:**   Address: No.52, Myaynigone Zay Street, Sanchaung Township, Yangon, Myanmar  Mobile: 09-5122763  Email: [minminsoemms800@gmail.com](mailto:minminsoemms800@gmail.com)  7. **Education:**   * **MA(Cinema & Drama)** * **BA(Chemistry)** * **Advanced Diploma in Civil Service Management** | | | | | |
|  | | | | | |
| **8. Membership in Professional Associations:** | | | | | |
| **Member of Myanmar Film and Video Censor Board.** | | | | | |
| **9. Other Trainings:** | | | | | |
| 1. “T.V Broadcasting Training Course” (15-Days), Thailand | | | | | |
|  | | | | | |
| **10. Countries of Work Experience:** [in the last 10 years]  1997 “ TV Program Production” (15-Days), Thailand   1. “ Lancang Film Festival ” (5-Days) China | | | | | |
|  | | | | | |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | | | |
|  | | | | | |
| **Language** | **Speaking** | **Reading** | | **Writing** | |
| Mother Tongue Excellent Excellent Excellent  English Fair Fair Fair  **12. Employment Record:** | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | 1994-2009 | Yangon, Myanmar | Myawaddy Television  Channel | Newscaster, Interviewer, Myawaddy Television |  | | 2009-2009 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Tutor  (Cinema and Drama) |  | | 2009-2015 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Assistant Lecturer (Cinema and Drama) | Implementing Cultural Exchange Program with Bansomedejchaopraya RaJabhat University (BURU). | | 2015- 2022 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Lecturer (Cinema and Drama Department) |  | | 2022- Up to date | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Associated  Professor (Cinema and Drama Department) |  | | | | | | |
|  | | | | | |
| **13. Other relevant information (**e.g., Publications**)**  **Writing research paper and articles in our University Research Journal and magazine.** | | | | | |
| **Certification:** | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | |
|  | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | ☑ | | ☐ |
| 1. I am employed by the proponent organization | | | ☑ | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | ☑ | | ☐ |
|  | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action.  Name: Ms. Min Min Soe Date: 16.07.2024  Description: C:\Users\acer\AppData\Local\Microsoft\Windows\INetCache\Content.Word\DMMS Sign.pngSignature: | | | | | |

**TOR No. 9**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Name: Mr. Myo Oo** 2. **Proponent Organization: National University of Arts and Culture (Yangon)** 3. **Proposed Position: Project Finance Assistant** 4. **Full Time/ Part Time: Part Time** 5. **Date of Birth: 20 - 3 -1970 Nationality**: Myanmar 6. **Complete personal contact details:**   Address: **No.1/I, Aung Zeya Road, 26 Quarter, Dagon Myo Thit (South),**  **The University Compound, Yangon, Myanmar**  Mobile: +959 256 109 155  Email: myooomyanmar @gmail.com, ygnnuac@gmail.com  **7. Education:**   * **B.Sc (Mathematics)** * P.G.D.A.A(Q) **(Postgraduate Diploma in Applied Archaeology)** | | | |
|  | | | |
| **8. Membership in Professional Associations:** | | | |
|  | | | |
|  | | | |
| **9. Other Trainings:** | | | |
|  | | | |
|  | | | |
| **10. Countries of Work Experience:** [in the last 10 years] | | | |
|  | | | |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Employment Record:** | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date**  **from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to**  **Handle the project** | | 2010 | Sittwe,  Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Assistant Director |  | | 2010 –  2017 | Sittwe,  Bagan ,  Taunggyi , Hanlin , Nay Pyi  Taw,  Myanmar |  | Deputy  Director |  | | 2017 –  to date | Nay Pyi  Taw,  Yangon ,  Myanmar |  | Director |  | | | | |
|  | | | |
| **13. Other relevant information (**e.g., Publications**)** | | | |
| **Certification:** | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | |
|  | | Yes | No |
| 1. 14. This CV correctly describes my qualifications and my experience | | - | ☐ |
| 1. 15. I am employed by the proponent organization | | - | ☐ |
| 1. 16. I was part of the team who wrote the Expression of Interest (EOI) 2. for this proposed project | | - | ☐ |
|  | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | |
|  | | | |
| Name: Mr. Myo Oo  D:\2024\U Myo Oo TOR CV form Sine.jpg  Signature: | Date: 16.07.2024 | | |
|  | | | |

TOR No.10

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |
| --- |
| 1. **Name: Mr. Htet Aung Kyaw** 2. **Proponent Organization: National University of Arts and Culture (Yangon)** 3. **Proposed Position: Project Secretary** 4. **Full Time/Part Time: Part Time** 5. **Date of Birth: 30-10-1994 Nationality**: Myanmar 6. **Complete personal contact details:**   Address: Dagon Hostel, National University of Arts and Culture (Yangon) Compound.  Mobile: 09423187736  Email:   1. **Education:**  * **M.A(Cinema and Drama)** * **Intermediate English Language and Communication Skill Singapore (Online)** * **Diploma in English** |
|  |
| 1. **Membership in Professional Associations:** |
|  |
|  |
| 1. **Other Trainings:** |
| * Jenesy 2.0 Second Batch (Japan) * Animation Workshop (Japan) * Ship for Southeast Asia and Japanese Youth Program (2022) SSEAYP |
|  |
| 1. **Countries of Work Experience:** [in the last 10 years] |
| * Certificate of Ship for Southeast Asia and Japan You Program 2022 SSEAYP   (1 Year)   * Certificate of Intermediate English Language and Communication Skill Singapore (2 Years) |

|  |
| --- |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | |
| **12. Employment Record:** | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | (22-8- 2016) – (3-10-2022) | Yangon Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Tutor  (Cinema and Drama) |  | | 4-10-2022  to date | Yangon, Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Assistant Lecturer (Cinema and Drama) |  | | | | | | | |
|  | | | | | | |
| 1. **Other relevant information (**e.g., Publications**)** | | | | | | |
| **Certification:** | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | | √☐ | | ☐ |
| 1. I am employed by the proponent organization | | | | √☐ | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | | | √☐ | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
|  | | | | | | |
| U Htet Aung Kyaw (Sign)Name: Mr. Htet Aung Kyaw  U Htet Aung Kyaw (Sign)  Signature: | | Date: 16.07.2024 | | | | |

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|  |

**TOR No. 11**

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Name:** Mrs. May Hnin San  **2. Proponent Organization:** National University of Arts and Culture (Yangon)  **3. Proposed Position:** Project Assistant Secretary  **4. Full Time/ Part Time:** Part Time   1. **Date of Birth: 5 - 3 -1970 Nationality**: Myanmar 2. **Complete personal contact details:**   Address: **No.363 , Buta Street , 3/Kha Wuater, Mingalar Done,Yangon, Myanmar**  Mobile: +959420188872  Email: mayhninsan41@gmail.com   1. **Education:**  * B.Sc (Chem) Q * B.A (Hons:) Cinema and Drama * M.A Cinema and Drama * Advanced Diploma in Civil Service Management. | | | |
|  | | | |
| 1. **Membership in Professional Associations:** | | | |
|  | | | |
|  | | | |
| 1. **Other Trainings:** | | | |
| * Broadcasting Training Course * Training of Development in Asia – Pacific Broadcating | | | |
|  | | | |
| 1. **Countries of Work Experience:** [in the last 10 years] | | | |
|  | | | |
| 1. **Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Employment Record:** | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date**  **from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to**  **Handle the project** | | 1995 –  2009 | Yangon Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Warrant Officer |  | | 2009 –  to date | Yangon Myanmar |  | Lecturer |  | | | | |
|  | | | |
| 1. **Other relevant information (**e.g., Publications**)** | | | |
| **Certification:** | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | |
|  | | Yes | No |
| 1. This CV correctly describes my qualifications and my experience | | - | ☐ |
| 1. I am employed by the proponent organization | | - | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | | - | ☐ |
|  | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | |
|  | | | |
| Name: Mrs. May Hnin San  D:\2024\ROK\Daw May Hnin San.jpg  Signature: | Date: 10-2-2024 | | |

TOR No.12

**Appendix 6: CV**

**CVs of Proposed Project Team with passport size photo**

|  |
| --- |
| 1. **Name:** Mrs. Aye Aye Han 2. **Proponent Organization:** National University of Arts and Culture (Yangon) 3. **Proposed Position:** Project Assistant 4. **Full Time/Part Time:** Part Time 5. **Date of Birth:** 30-10-1994 **Nationality**: Myanmar 6. **Complete personal contact details:**   Address: Building 362, Room (5) Yankin Township.  Mobile: 09453691176  Email: hyeayeayehan@gmail.com   1. **Education:**  * B.Sc (Chem) Q * B.A (Hons:) Cinema and Drama * M.A Cinema and Drama |
|  |
| 1. **Membership in Professional Associations:** |
|  |
|  |
| 1. **Other Trainings:** |
| * Broadcasting Training Course * Training of Development in Asia – Pacific Broadcasting |
|  |
| 1. **Countries of Work Experience:** [in the last 10 years] |
|  |

|  |
| --- |
| **11. Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  | |
| **12. Employment Record:** | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | 1994-2009 | Yangon, Myanmar | Myawaddy Television  Channel | Newscaster, Interviewer, Myawaddy Television |  | | 2009-2009 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Tutor  (Cinema and Drama) |  | | 2009-2015 | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Assistant Lecturer (Cinema and Drama) |  | | 2015- up to date | Yangon, Myanmar | Dr. Kay Thi Htwe  (Rector)  National University of Arts and Cultural (Yangon) | Lecturer (Cinema and Drama Department) |  | | | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| 1. **Other relevant information (**e.g., Publications**)** | | | | | | |
| **Certification:** | | | | | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | | | | | |
|  | | | | Yes | | No |
| 1. This CV correctly describes my qualifications and my experience | | | | √☐ | | ☐ |
| 1. I am employed by the proponent organization | | | | √☐ | | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) forthis proposed project | | | | √☐ | | ☐ |
|  | | | | | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | | | | | |
|  | | | | | | |
| Name: Mrs. Aye Aye Han  **D:\Mahaw\U Htet Aung Kyaw\Tr Aye\tr aye sign.png**  Signature: | | Date: 16.07.2024 | | | | |

**TOR No.13**

Appendix 6: CV

**CVs of Proposed Project Team with passport size photo**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Name: Ms. Swe Mar Naing** 2. **Proponent Organization: National University of Arts and Culture (Yangon),**   **Ministry of Religious Affairs and Culture**   1. **Proposed Position: Project Assistant** 2. **Full Time /Part Time Part Time** 3. **Date of Birth: 4-11-1997** 4. **Nationality**: **Rakhine + Bamar** 5. **Complete personal contact details:**   Address: **No.129, Palal - Kyun Road, 18/A Words, Dagon Myo Thit (South) Township**  **Yangon, Myanmar .**  Mobile: **+959 254355115**  Email: [**swemarnaing47@gmail.com**](mailto:swemarnaing47@gmail.com)   1. Education:  * **M.A (Cinema & Drama)** * **B.A (Q) Cinema & Drama** * **Diploma in Computer Arts (Dip.CA)** * **Professional Diploma in Management & Leadership (MMI)** | | | |
| 1. Membership in Professional Associations: - | | | |
|  | | | |
|  | | | |
| 1. **Other Trainings:** | | | |
| **2023 “4th ASEAN - INDIA YOUTH SUMMIT” Program (INDIA) 1Weeks** | | | |
| 1. **Countries of Work Experience:** [in the last 10 years] | | | |
| 1. **Languages:** [Mother Tongue/Excellent/Good/Fair/Poor] Excellent | | | |
|  | | | |
| **Language** | **Speaking** | **Reading** | **Writing** |
| * English | Good | Good | Good |

|  |  |  |
| --- | --- | --- |
| 1. **Employment Record:** | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date from -to** | **Location** | **Employer organizations and reference persons** | **Position** | **Work Undertaken that Best illustrates Capability to Handle the project** | | 2021 -2022 | Yangon  Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Part - time Tutor  National University of Arts & Culture (Yangon) |  | | 2022- Present | Yangon  Myanmar | Rector, National  University of Arts  and Culture  (Yangon) | Tutor  National University of Arts and Cultural (Yangon) |  | | | |
|  | | |
| 1. **Other relevant information (**e.g., Publications**)**   **Writing research paper and articles in our University Research Journal and magazine.** | | |
| **Certification:** | | |
| I, the undersigned, certify to the best of my knowledge and belief: | | |
|  | Yes | No |
| 1. This CV correctly describes my qualifications and my experience | ☑ | ☐ |
| 1. I am employed by the proponent organization | ☑ | ☐ |
| 1. I was part of the team who wrote the Expression of Interest (EOI) for this proposed project | ☑ | ☐ |
|  | | |
| I certify that I have been informed by the proponent organization that it is including my CV in the EOI/proposal. I confirm that that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule set out in the proposal.  I understand that any willful misstatement may lead to disqualification or dismissal, and any other MKCF disciplinary action. | | |

|  |  |
| --- | --- |
| Name: Ms. Swe Mar Naing  D:\Data D(external) TTS\2023 In & Out files\2023  & 2024 Poject Proposal (Mekong & ROK & ACF &\2023 ASEAN KOREA project\10-1-24\soe moe\IMG-8584ee21b01caae0a624f888dd75fa7b-V.jpg  Signature: | Date: : 16.07.2024 |

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|  |

**Appendix 7**

**Pre-****Documentary Film Incubator Workshop Tentative Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date | Time | Content | Remark |
| 1. | 15.9.2024 |  | Arrive in Yangon |  |
| 2. | 16.9.2024 | 9:00am-9:15am | Registration |  |
| 9:15am-9:25am | Welcome Remark by Rector |  |
| 9:25am-9:45am | Presentation by PIA Team |  |
| 9:45am-10:05am | Presentation of Traditional Foods and Games & workshop proposal by Cambodia |  |
| 10:05am-10:20am | Q&A |  |
| 10:20am:1030am | Tea Break |  |
| 10:30am-10:50am | Presentation of Traditional Foods and Games & workshop proposal by Laos |  |
| 10:50am-11:05am | Q&A |  |
| 11:05am-11:25am | Presentation of Traditional Foods and Games & workshop proposal byROK |  |
| 11:25am-11:50pm | Q&A |  |
| 11:50am-13:00pm | Lunch |  |
| 13:00pm-13:20pm | Presentation of Traditional Foods and Games & workshop proposal by Myanmar |  |
| 13:20pm-13:40pm | Q&A |  |
| 13:40pm-14:00pm | Presentation Traditional Presentation of Traditional Foods and Games & workshop proposal by Thailand |  |
| 14:00pm-14:20pm | Q&A |  |
| 14:20pm-14:30pm | Tea Break |  |
| 14:30pm-14:50pm | Presentation Traditional Foods and Games by Vietnam |  |
| 14:50pm-15:10pm | Q&A |  |
| 15:10pm-16:00pm | Discussion |  |
| 15:00pm-16:00pm | Closing Ceremony |  |
| 18:00pm-20:00pm | Farewell Dinner |  |
| 3. | 17.9.2024 | 9:00am -12:00am | Culture Tour |  |
| 12:00am-18:00pm | Departure from Yangon |  |

**Appendix 8**

**Documentary Film Incubator Workshop Tentative Schedule**

**(Cambodia, Laos, Myanmar, Thailand, Vietnam)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date | Time | Content | Remark |
| 1. | (1.10.2024-30.10.2024) | 6:00am- | Arrive in Host Country |  |
| 2. | (1.10.2024-30.10.2024) | 9:00am-9:15am | Registration |  |
| 9:15am-9:25am | Welcome Remark |  |
| 9:25am-9:55am | Master Class |  |
| 9:55am-10:15am | Discussion |  |
| 10:15am-10:25am | Tea Break |  |
| 10:25am-10:55am | Master Class |  |
| 10:55am-11:15am | Discussion |  |
| 11:15am-11:45am | Master Class |  |
| 11:45am-12:00am | Discussion |  |
| 12:00am-13:00pm | Lunch |  |
| 13:00pm-13:40pm | Discussion for production of Documentary Film |  |
| 13:40pm-14:00pm | Presentation by Group 1 |  |
| 14:00pm-14:20pm | Q&A |  |
| 14:20pm-14:40pm | Presentation by Group 2 |  |
| 14:40pm-15:00pm | Q&A |  |
| 15:00pm-15:10pm | Tea Break |  |
| 15:10pm-15:30pm | Presentation by Group 3 |  |
| 15:30pm-15:50pm | Q&A |  |
| 15:50pm-16:00pm | Discussion |  |
| 16:00pm-16:10pm | Closing Ceremony |  |
| 18:00pm-20:00pm | Farewell Dinner |  |
| 3. | (1.10.2024-30.10.2024) | 9:00am -12:00am | Culture Tour |  |
| 12:00am-18:00pm | Departure from Host Country |  |

**Appendix 9**

**Tentative Schedule of Mekong Creative Film Festival (Traditional Games and Foods)**

| Date | Time | Activity | Note |
| --- | --- | --- | --- |
| 17.12.2024 | 9:00-16:00 | Arrival to Yangon International Airport (Check in/ Rest). | Hotel |
| 18.12.2024 | 8:30-9:00 | Registration. | Hotel |
| 9:00-9:30 | Opening Ceremony. |  |
| 9:30-10:00 | Documentary Filmmaking Master Class  Korea National University of Arts |  |
| 10:00-10:10 | Q&A |  |
| 10:10-10:20 | Refreshment |  |
| 10:20-10:50 | Documentary Filmmaking Master Class  (Professor from Kingdom of Cambodia) |  |
| 10:50-11:00 | Q&A |  |
| 11:00-12:00 | Screening Time  Documentary Film (Traditional Games) Cambodia (30minutes)  Q & A (30minutes) |  |
| 12:00-13:00 | Lunch Time |  |
| 13:00-14:00 | Screening Time  Documentary Film (Traditional Games) Laos (30minutes)  Q & A (30minutes) |  |
| 14:00-14:10 | Refreshment |  |
| 14:10-15:10 | Screening Time  Documentary Film (Traditional Games) Myanmar (30minutes)  Q & A (30minutes) |  |
| 14:30-15:10 |  |  |
| 19.12.2023 | 9:00-9:30 | Documentary Filmmaking Master Class  Professor from Laos | Hotel |
| 9:30-9:40 | Q&A |  |
| 9:40-10:10 | Documentary Filmmaking Master Class  Professor from Myanmar |  |
| 10:10-10:20 | Q&A |  |
| 11:20-10:30 | Refreshment |  |
| 10:30-11:30 | Screening Time  Documentary Film (Traditional Games) Thailand (30minutes)  Q & A (30minutes) |  |
| 11:30-13:00 | Lunch Time |  |
| 13:00-14:00 | Screening Time  Documentary Film (Traditional Games) Vietnam (30minutes)  Q & A (30minutes) |  |
| 14:00-15:00 | Screening Time  Documentary Film (Traditional Foods) Cambodia (30minutes)  Q & A (30minutes) |  |
| 15:00-15:10 | Refreshment |  |
| 15:10 -16:10 | Screening Time  Documentary Film (Traditional Foods) Laos (30minutes)  Q & A (30minutes) |  |
| 20.12.2024 | 9:00-9:30 | Documentary Filmmaking Master Class  Professor from Thailand |  |
| 9:30-9:40 | Q&A |  |
| 9:40-10:10 | Documentary Filmmaking Master Class  Professor from Vietnam |  |
| 10:10-10:20 | Q&A |  |
| 10:20-10:30 | Refreshment |  |
| 10:30-11:30 | Screening Time  Documentary Film (Traditional Foods) Myanmar  (30minutes)  Q & A (30minutes) |  |
| 11:30-13:00 | Lunch |  |
| 13:00-14:00 | Screening Time  Documentary Film (Traditional Foods)  Thailand (30minutes)  Q & A (30minutes) |  |
| 14:00 -15:00 | Screening Time  Documentary Film (Traditional Foods)  Vietnam (30minutes)  Q & A (30minutes) |  |
| 15:00-15:10 | Refreshment |  |
| 15:10-16:00 | Giving Awards and Certificates of appreciation |  |
| 16:00 -16:10 | Closing Remark |  |
| 16:10-16:15 | Closing Ceremony |  |
| 21.12.2024 | 9:00-10:00 | Yangon Tour |  |
| 18:00-20:00 | Farewell Dinner | Local Restaurant |
| 22.12.2024 | 9:00-16:00 | Departure from Yangon International Airport |  |

**Appendix 10**

**Tentative Schedule of Mekong Creative Film Festival (Traditional Games and Foods) Public Show Documentary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Date | Time | Title | Place |
| 1 | 18.12.2024 | 10:00-10:30 | Documentary film of Games  (Korea) | Shay Sone Cinema Hall, Yangon |
| 10:30-11:00 | Documentary film of Foods  (Cambodia) | Shay Sone Cinema Hall, Yangon |
| 11:00-11:30 | Documentary film of Games  (Laos) | Shay Sone Cinema Hall, Yangon |
| 11:30-12:00 | Documentary film of Foods  (Myanmar) | Shay Sone Cinema Hall, Yangon |
| 2 | 19.12.2024 | 10:00-10:30 | Documentary film of Games  (Thailand) | Shay Sone Cinema Hall, Yangon |
| 10:30-11:00 | Documentary film of Foods  (Vietnam) | Shay Sone Cinema Hall, Yangon |
| 11:00-11:30 | Documentary film of Foods  (Korea) | Shay Sone Cinema Hall, Yangon |
| 11:30-12:00 | Documentary film of Games  (Cambodia) | Shay Sone Cinema Hall, Yangon |
| 3 | 20.12.2024 | 10:00-10:30 | Documentary film of Foods  (Laos) | Shay Sone Cinema Hall, Yangon |
| 10:30-11:00 | Documentary film of Games  (Myanmar) | Shay Sone Cinema Hall, Yangon |
| 11:00-11:30 | Documentary film of Foods  (Thailand) | Shay Sone Cinema Hall, Yangon |
| 11:30-12:00 | Documentary film of Games  (Vietnam) | Shay Sone Cinema Hall, Yangon |