2024/25 Knowledge Sharing Program (KSP) Project Proposal Guidelines

- *This document contains guidelines on applying for the 2024/25 Knowledge Sharing Program (KSP) administered by the Ministry of Economy and Finance, Republic of Korea.*
- *Submit **project proposals**, **the priority list** and an **official letter from the ODA coordinating ministry** to the Embassy of the Republic of Korea no later than **November 4, 2022**.*
- *For more information, visit the KSP website at www.ksp.go.kr.*

Ministry of Economy and Finance
Republic of Korea

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Part I. Introduction to the Knowledge Sharing Program

1. Background

Knowledge sharing has emerged as an important instrument of development and economic cooperation, proving to effectively improve countries' policy and institutional capacities. Various entities including developing and developed countries, and international organizations such as the OECD and World Bank have endorsed knowledge sharing as a means to deepen mutual learning and create horizontal partnerships.
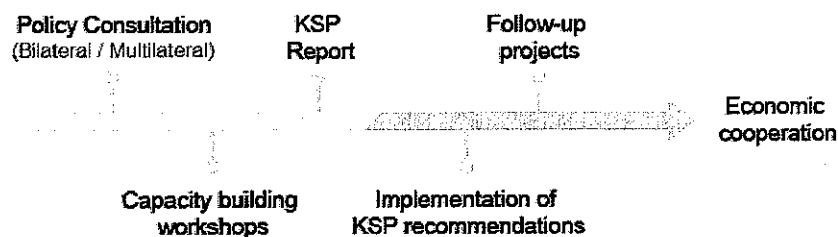
Korea has successfully transitioned from an aid recipient to a donor country over the past century. To make full use of such a positive experience, the Ministry of Economy and Finance of Korea (MOEF) launched a mutual learning program called the Knowledge Sharing Program (KSP) in 2004. KSP conducts joint research and studies to support public efforts in achieving socio-economic development.

Through in-depth and comprehensive analyses of challenges, the program generates practical recommendations and proposes solutions with reference to Korea's comparable experiences, practices and plans. The program also provides opportunities for institutional, organizational and individual capacity building and networking programs.

As of 2021, nearly 630 projects covering over 1,300 topics have been implemented with more than 80 countries around the world.

2. Objectives

(1) Enhance partner country's policy environment through strengthened frameworks, mechanisms, systems and capacities at institutional, organizational and individual levels
(2) Catalyze the development and implementation of effective and efficient national and international projects/programs for socio-economic development
(3) Establish foundations for mutually beneficial economic cooperation

3. Structure

MOEF, the supervisory ministry of KSP, oversees projects through implementing agencies that manage each project. The implementing agencies are the Korea Development Institute (KDI), Korea Eximbank (KEXIM) and Korea Trade-Investment Promotion Agency (KOTRA).
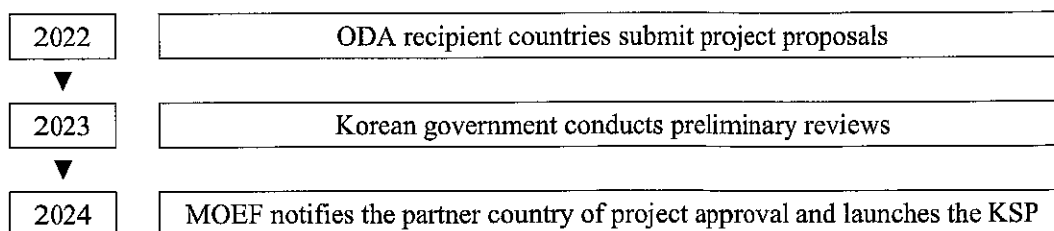
4. Preparation

4.1. Project areas
KSP supports projects in the following areas in which Korea has strong expertise (see Appendix 3 for specific examples):
- Economic development planning
- Macro-financial policy
- Public finance
- Industrial policy
- Trade and export promotion
- Business and SME (small and medium enterprises) development
- Science and technology, R&D, ICT
- Transport and urban development
- Energy
- Water and sanitation
- Environment
- Rural development
- Health and medicine
- Social welfare
- Education and HR (human resource) development
- Public administration
- Employment and labor
- Other (culture, tourism, etc.)

MOEF will favorably consider projects promoting low-carbon and digital economies, infrastructure and systems, and resilient health systems.

4.2. Schedule
ODA project proposals submitted in 2022 and approved by MOEF will be implemented in 2024. The interval between submission and implementation results from a mandatory preliminary review by the Korean government on all ODA projects.

2022	ODA recipient countries submit project proposals

▼

2023	Korean government conducts preliminary reviews

▼

2024	MOEF notifies the partner country of project approval and launches the KSP

Exceptions can be made, upon partner countries' request and the Korean government's approval, if the project is deemed highly urgent and important. In this case, the project will be implemented in the year after its submission year.

Note: Indicate the reason for urgency for the proposed project in *(Form 2) Project Proposal - 4. Miscellaneous*.

4.3. Cost

The Korean government covers project costs for countries on the OECD DAC's List of ODA Recipients (Appendix 2). The partner country may bear in-kind expenses such as costs associated with the meeting venue and travel expenses to Korea.

5. Implementation

KSP is a one-year consultation program implemented in the span of two calendar years (e.g. 2024/25 KSP begins in 2024 and ends in 2025). Around 30 bilateral projects are implemented each year with about 20 partner countries.

5.1. Consultants

Once project scopes are determined through preliminary discussions between the implementing agency and the partner country, the implementing agency employs two entities: (1) a team of Korean experts who will execute the project in close collaboration with its counterparts in the partner country, and (2) local consultants with appropriate expertise and knowledge on the project topic and country context.

5.2. Milestones

Major milestones in the project cycle are as follows (see Appendix 1 for details):
1) Preliminary Meeting
   (Necessary for drafting the project concept paper and terms of reference to recruit and employ KSP consultants)
2) Launching Seminar and High-Level Meeting
3) Policy Seminar and In-depth Study
4) Interim Reporting and Policy Practitioners' Workshop
5) Senior Policy Dialogue and Final Reporting

5.3. KSP Report

The resulting recommendations and proposed solutions from the joint study will be organized and delivered in the form of a final report, published in English (additional publication in the local language may be available upon the partner country's request).

Part II. Applying for the KSP

1. Writing the Proposal

Government institutions (ministries, agencies, etc.) that wish to apply for the KSP must complete the project proposal template (*Form 2*).
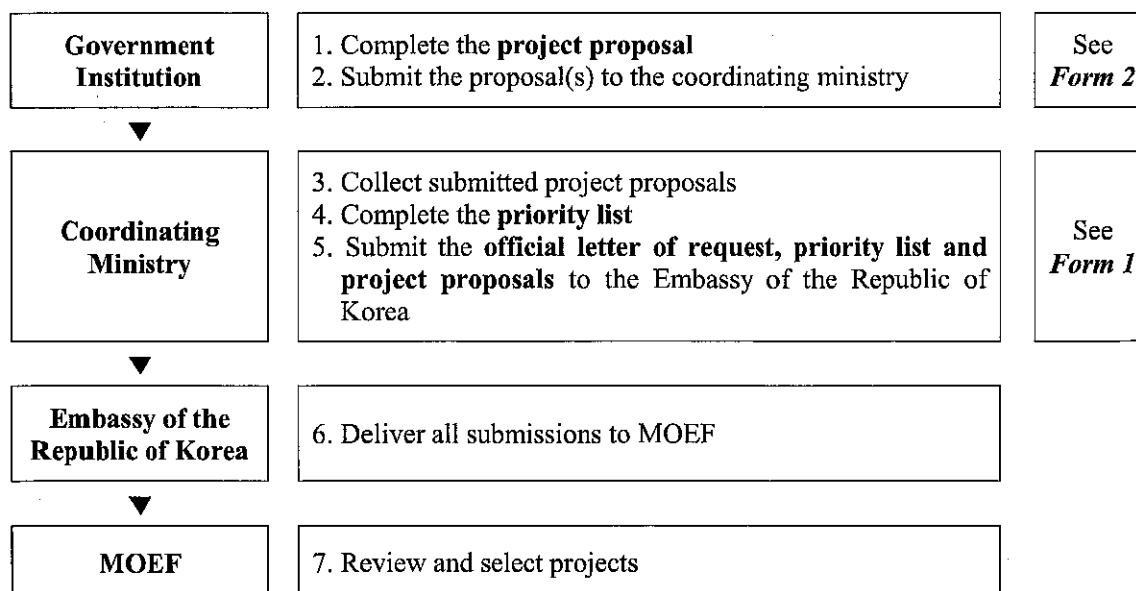
Throughout the proposal, it is important to ensure that the proposed project is
- consistent with KSP's objectives[1]
- relevant to the national development plans/strategies and priorities,
- pertinent to areas that Korea has comparative advantages
- complements other development cooperation efforts
- expressed in a clear and detailed manner (pay special attention when explaining project necessity, proposed actions, and plans to build on the project's results)

Examples of projects that are ineligible for approval include the following:
- Projects submitted by a private organization
- Projects that provide humanitarian aid
- Projects that finance the construction of physical infrastructures or the purchase of software systems[2]
- Projects that are commercial/for-profit
- Projects in the fields of national defense, religion, etc.

2. Submitting the Proposal

Government Institution	1. Complete the **project proposal** 2. Submit the proposal(s) to the coordinating ministry	See ***Form 2***

▼

Coordinating Ministry	3. Collect submitted project proposals 4. Complete the **priority list** 5. Submit the **official letter of request, priority list and project proposals** to the Embassy of the Republic of Korea	See ***Form 1***

▼

Embassy of the Republic of Korea	6. Deliver all submissions to MOEF

▼

MOEF	7. Review and select projects

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[1] KSP projects support policy and institutional development at the national and sub-national level, implementation of large-scale projects and adoption of software systems through pre-feasibility studies, and private sector development.

[2] A KSP project designed to prepare the partner country for applying to Korea's development finance programs (EDCF, EDPF, Export Finance) and/or ODA programs (KOICA, etc.) is eligible to apply.

(1) Government Institution → Coordinating Ministry

A ministry or government-affiliated organization that wishes to apply for the KSP submits one or more project proposals *(Form 2)* to the coordinating ministry. Proposals *not* submitted to the coordinating ministry will *not* be reviewed by MOEF.

Note: The coordinating ministry refers to the partner country's institution responsible for ODA or economic/international cooperation. If the coordinating ministry cannot be specified, contact the Embassy of the Republic of Korea.

(2) Coordinating Ministry → Korean Embassy

After collecting project proposals from government institutions, the coordinating ministry completes the priority list *(Form 1)*. MOEF will reference the list to assess the policy priorities of the partner country.

Then, the coordinating ministry sends an official letter of request for KSP support with the priority list and project proposals to the Embassy of the Republic of Korea. The proposal package must include all documents below for review by MOEF:
- (1) Official letter of request
- (2) Priority list
- (3) Project proposals sorted according to the priority list

Note: Please arrange the documents in the order above.

If the coordinating ministry wishes to make additional submissions, the proposal package must include (1) a new official letter of request, (2) an updated priority list and (3) additional project proposals. Project proposals that have been submitted do not have to be resubmitted.

(3) Korean Embassy → MOEF

All submissions made to the Korean embassy are forwarded to MOEF.

Note: If projects are approved, MOEF will notify the coordinating ministry with an official letter by early 2024.

Appendix 1. Project Procedures

1. Project cycle

(1) Preliminary Meeting (online or in partner country)

Objectives
- Identify development challenges and policy priorities of the partner country
- Specify topics and the scope of research via meetings and interviews
- Identify relevant organizations and establish communication channels
- Introduce KSP and its expected outputs/outcomes

Activities
- The KSP implementing agency communicates with the partner country via visits, video conferences, emails, etc.
- The KSP implementing agency narrows down the consultation topic before recruiting Korean experts.

(2) Launching Seminar and High-level Meeting (in partner country)

Objectives
- Officially launch the KSP in the partner country
- Discuss and identify research topics with high-level representatives and officials from partner ministries/authorities
- Identify local consultants

Activities
- Korean experts visit the partner country to collect relevant data and information and finalize research topics based on the results of interviews and visits to related organizations.
- The counterpart organization that will cooperate with the KSP team is selected.
- Consultants from the partner country with appropriate qualifications are recruited.

(3) Policy Seminar and In-depth Study (in partner country)

Objectives
- Collect additional information and data

Activities
- The KSP team undertakes a mission to relevant organizations and sites in the partner country to conduct in-depth analysis and expert discussions.

(4) Interim Reporting and Policy Practitioners' Workshop (in Korea)

Objectives
- Invite policy practitioners, high-level government officials and policymakers from the partner country to Korea to share tentative final recommendations
- Receive feedback and comments to improve the interim report
- Have first-hand experiences and insights from lectures and visits to relevant institutions

Activities
- Experts of the partner country are invited to Korea to give comments and feedback on the interim report.
- The delegation participates in the Policy Practitioners' Workshop, which includes meetings with Korean policymakers and relevant experts who are knowledgeable of the research topics.
- The delegation visits relevant Korean organizations and sites, including government ministries, industrial sites, business associations and companies for on-site observation of Korea's experiences.

(5) Senior Policy Dialogue and Final Reporting (in partner country)
Objectives
- Present the final report with policy recommendations to top policymakers and various stakeholders

Activities
- Policymakers of both countries join the Senior Policy Dialogue to share final policy recommendations.
- Various stakeholders and opinion leaders from the government, private sector, academia, media and others are invited to the Final Reporting Workshop, where the Korean experts present their final policy recommendations.
- Evaluation interviews are conducted to assess the relevancy and sustainability of the recommendations and to build upon possible follow-up programs.

2. Roles and responsibilities of the partner country
The roles and responsibilities of the partner country listed below are crucial for successful project implementation.

2.1. Selection of Qualified Local Consultants
The counterpart organization of the partner country is obliged to recommend and select qualified local consultants who have expertise in the project. The scopes of work of local and Korean experts are as follows:
- Local consultants are required to (1) provide relevant data and information for effective research, (2) co-author the final report to a limited extent, and (3) cooperate with the Korean experts in all possible means to complete the report.
- Korean experts will assume primary responsibilities related to studies on the Korean experience while local experts will be primarily responsible for studies on the challenges that the partner country is facing.
- Consultants from both countries, if possible, may work together to develop recommendations on how to apply the Korean experience in addressing challenges in the priority areas of the partner country.

2.2. Provision of In-kind Contribution
The Korean government may consider bearing all direct costs arising from activities described in the KSP project cycle above. If necessary, the partner country may also be asked to share the cost.

The counterpart organization of the partner country is required to make any necessary in-kind contributions within its resources (e.g. provision of the office space, interpretation, etc.) to coordinate the visits of Korean experts to the partner country during any stage of the project cycle.

Details are to be stipulated in the Memorandum of Understanding (MoU) and Activity Agreement between the two counterpart organizations.

2.3. Arrangement of Meetings and Organization of Seminars

During the project cycle in the partner country, the counterpart organization is responsible for:
- Arranging meetings with senior government officials and experts specializing in the study's topic upon the request of the Korean experts; and
- Organizing seminars and workshops, including logistical supports

2.4. Delegation

The counterpart organization of the partner country is responsible for organizing its delegation to Korea for the Interim Reporting and Policy Practitioners' Workshop.

Appendix 2. OECD DAC List of ODA Recipients

(https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm)

DAC List of ODA Recipients
Effective for reporting on 2022 and 2023 flows

Least Developed Countries	Low Income Countries which are not LDCs (per capita GNI <= $1 045 in 2020)	Lower Middle Income Countries and Territories which are not LDCs (per capita GNI $1 046-$4 095 in 2020)	Upper Middle Income Countries and Territories which are not LDCs (per capita GNI $4 096-$12 695 in 2020)
Afghanistan (L)	Democratic People's Republic of Korea	Algeria	Albania
Angola (LM)	Syrian Arab Republic	Belize	Argentina
Bangladesh (LM)		Bolivia	Armenia
Benin (LM)		Cabo Verde	Azerbaijan
Bhutan[1] (LM)		Cameroon	Belarus
Burkina Faso (L)		Congo	Bosnia and Herzegovina
Burundi (L)		Côte d'Ivoire	Botswana
Cambodia (LM)		Egypt	Brazil
Central African Republic (L)		El Salvador	China (People's Republic of)
Chad (L)		Eswatini	Colombia
Comoros (LM)		Ghana	Costa Rica
Democratic Republic of the Congo (L)		Honduras	Cuba
Djibouti (LM)		India	Dominica
Eritrea (L)		Indonesia	Dominican Republic
Ethiopia (L)		Iran	Ecuador
Gambia (L)		Kenya	Equatorial Guinea
Guinea (L)		Kyrgyzstan	Fiji
Guinea-Bissau (L)		Micronesia	Gabon
Haiti (LM)		Mongolia	Georgia
Kiribati (LM)		Morocco	Grenada
Lao People's Democratic Republic (LM)		Nicaragua	Guatemala
Lesotho (LM)		Nigeria	Guyana
Liberia (L)		Pakistan	Iraq
Madagascar (L)		Papua New Guinea	Jamaica
Malawi (L)		Philippines	Jordan
Mali (L)		Samoa	Kazakhstan
Mauritania (LM)		Sri Lanka	Kosovo
Mozambique (L)		Tajikistan	Lebanon
Myanmar (LM)		Tokelau*	Libya
Nepal (LM)		Tunisia	Malaysia
Niger (L)		Ukraine	Maldives
Rwanda (L)		Uzbekistan	Marshall Islands
Sao Tome and Principe[1] (LM)		Vanuatu	Mauritius
Senegal (LM)		Viet Nam	Mexico
Sierra Leone (L)		West Bank and Gaza Strip	Moldova
Solomon Islands[1] (LM)		Zimbabwe	Montenegro
Somalia (L)			Montserrat*
South Sudan (L)			Namibia
Sudan (L)			Nauru[2] (H)
Tanzania (LM)			Niue*
Timor-Leste (LM)			North Macedonia
Togo (L)			Panama
Tuvalu (UM)			Paraguay
Uganda (L)			Peru
Yemen (L)			Saint Helena*
Zambia (LM)			Saint Lucia
			Saint Vincent and the Grenadines
			Serbia
			South Africa
			Suriname
			Thailand
			Tonga
			Turkey
			Turkmenistan
			Venezuela[3]
			Wallis and Futuna*

(1) General Assembly resolution A/73/L.40/Rev.1 adopted on 13 December 2018 decided that Bhutan will graduate five years after the adoption of the resolution, i.e. on 13 December 2023, and that São Tomé and Príncipe and Solomon Islands will graduate six years after the adoption of the resolution, i.e. on 13 December 2024.

(2) Nauru exceeded the high-income threshold in 2019 and 2020. In accordance with the DAC rules for revision of this List, if it remains a high income country until 2022, it will be proposed for graduation from the List in the 2023 review.

(3) Venezuela has been temporarily unclassified by the World Bank in July 2021 pending release of revised national accounts statistics. Estimated placement on the List.

*Countries and territories not classified in World Bank income groups. Estimated placement on the List.

Note: L, LM, UM and H shown after country names refer to the latest World Bank income classifications of LDCs and any high-income countries that have not yet met the criteria for graduation. For the World Bank's current 2021 fiscal year, low-income (L) economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of USD 1 045 or less in 2020; lower middle-income (LM) economies are those with a GNI per capita between USD 1 046 and USD 4 095; upper middle-income (UM) economies are those with a GNI per capita between USD 4 096 and USD 12 695; high-income (H) economies are those with a GNI per capita of USD 12 696 or more.

Appendix 3.　Project Areas and Examples

Sector	Example
Economic development planning	national economic development plan
Macro-financial policy	macro-economic and financial policy, monetary and credit policy, financial institution (banks, etc.)
Public finance	fiscal policy, budget, debt management, tax, public investment, public-private partnership (PPP)
Industrial policy	industrial restructuring, industrial growth and diversification, industrial parks and clusters
Trade and export promotion	trade and foreign direct investment (FDI), global value chain (GVC), free economic zones
Business and SME (small and medium enterprises) development	business enabling environment, large corporations, SMEs, start-ups, entrepreneurship, regulation policy
Science and technology, R&D, ICT	digital transformation, technology innovation, ICT-based systems, Big Data, intellectual property rights
Transport and urban development	transportation and mobility systems/services, urban planning and management, smart cities, geospatial services
Energy	energy and power policies, renewable energy
Water and sanitation	water resource management (drinking, wastewater), flood and drought risk management
Environment	climate change response, waste management, environmental protection, circular economy
Rural development	rural management (agriculture, fishery, etc.), rural economy and infrastructure
Health and medicine	disease control, health systems and policies, medical services, nutrition and food security
Social welfare	social safety net, social insurance and pensions, social inclusion, social protection delivery systems
Education and HR (human resource) development	education, technical & vocational education and training (TVET), human resource management (HRD)
Public administration	public sector management, e-government, state-owned enterprises (SOE)
Employment and labor	labor market institutions, job creation, job quality
Other (culture, tourism, etc.)	other public policies

Priority List of 2024/25 KSP Project Proposals

Country: Type here

ODA Coordinating Ministry: Type here

Number of proposals submitted: Type here

No.	Project Title	Institution
1	Type here	Type here
2		
3		
4		
5		
cont.		

The proposals listed above are submitted for review and approval as 2024/25 KSP projects.

Date: MM/DD/2022
Name: Type here
Designation: Type here

Signature: _____

2024/25 Knowledge Sharing Program (KSP) Project Proposal

Project title *Reference the country and indicate the main purpose/impact of this project.* *Avoid generic titles (e.g. Sustainable Development in Country).*	Type here
Country *Indicate the official country name.*	Type here
Institution *Indicate the full legal name (e.g. Ministry of Economy and Finance).* *If your institution is a government-affiliated organization, indicate both the organization name and the supervising authority.*	Type here
Date of submission	MM/DD/2022

*Note[1]: **MOEF will favorably consider projects promoting <u>low-carbon and digital economies, infrastructure and systems,</u> and <u>resilient health systems</u>.***

*Note[2]: **If your institution wishes this proposal to be considered as a 2023/24 KSP project for any matters of high urgency, clearly indicate so in Part I Section 4 (Miscellaneous). Provide sufficient reason, context and supporting evidence throughout the document.***

*Note[3]: **Learn how to prepare a KSP project proposal at <u>ksp.go.kr</u>***