

Project Proposal Guidelines for 2021/22 Knowledge Sharing Program (KSP)

- *This document contains guidelines and forms for applying for 2021/22 Knowledge Sharing Program (KSP) administered by the Ministry of Economy and Finance, Republic of Korea.*
- *Project proposals must be submitted no later than **October 5th, 2020** to the Embassy of the Republic of Korea in partner countries.*
- *For more information, please visit KSP website at <http://www.ksp.go.kr>.*

**Ministry of Economy and Finance
Republic of Korea**

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I. Introduction to Knowledge Sharing Program (KSP)

1. Background

Since the 1990s, knowledge sharing has emerged as an important instrument of development cooperation. Knowledge sharing is increasingly acknowledged as an effective tool to improve institutions and policy capacities of ODA recipient countries, promoting the economic growth and development of countries in need of development assistance while complementing the traditional approach to the ODA. Both developed and developing countries as well as international organizations such as the OECD and World Bank have expressed their need for knowledge sharing as a means to explore new ideas and approaches, learn from each other and build a horizontal partnership. Korea is widely considered as best practice among ODA recipients thanks to its rapid and successful economic development over the decades.

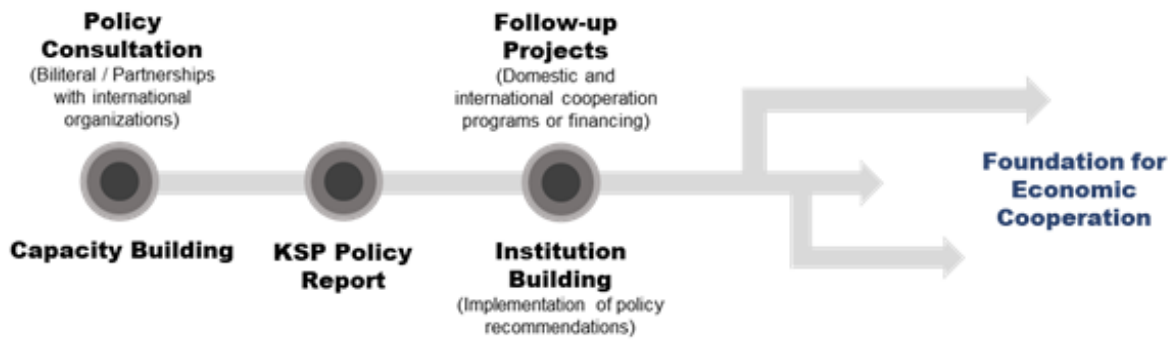
Against this backdrop, the Ministry of Economy and Finance of Korea (MOEF) launched the Knowledge Sharing Program (KSP) in 2004. It is a comprehensive policy research and consultation program that supports policy efforts to promote sustainable socio-economic development of partner countries in combination with Korea's development experiences. Instead of following a general, theoretical approach to development, the KSP differentiates itself by analyzing the challenges and obstacles of partner countries from the demand-side perspective and providing practical policy alternatives based on similar cases and experiences of Korea. It integrates policy research, development consultation, and human and institutional capacity building.

Since 2004, the KSP has served as a development cooperation platform that helps creating customized solutions for its partner countries. It has covered over 1,000 topics in 70 countries around the world.

2. Objectives

The objectives of the KSP are as follows:

- 1) Provide practical and comprehensive policy consultations that are tailored to the policy issues of partner countries, based on Korean development experience; and put forth concrete recommendations on applying evidence-based knowledge to create customized policy solutions
- 2) Enhance government officials' capacity to manage, establish and build institutions in policy-related areas via various consultative activities in order to facilitate the implementation of KSP policy recommendations
- 3) Foster mutually beneficial relationships through tangible and functional approaches to support the partner countries' efforts for economic development



* Please note that the KSP covers the stages of policy consultation, capacity building and KSP policy report.

3. Fields of Cooperation

Thanks to its experience in economic development, Korea has competitive advantages and strong expertise in many fields. The following are sectors in which Korea is able to share insight with partner countries.

- Economic development planning
- Macro-finance
- Public finance
- Public administration
- Industry and trade
- Science and technology
- Territorial development
- Rural development
- Culture, sports and tourism
- Human resources development
- Health and welfare
- Labor market
- Environment

4. Structure

As a one-year policy consultation program typically implemented in the span of two calendar years¹, each KSP year consists of dozens of projects. In the 2020/21 period, around 30 projects are being conducted, 1-2 per each partner country.

MOEF, as the supervisory ministry of the KSP, manages the projects through implementing agencies. Those agencies are the Korea Development Institute (KDI), Korea Eximbank (KEXIM) and Korea Trade-Investment Promotion Agency (KOTRA) as of 2020. Each project is conducted by one of the three agencies on the basis of their topics.

¹ For example, the 2021/22 KSP starts in 2021 and ends in 2022.

5. Implementation

(1) Consultants

A project is conducted as a joint study between Korean experts and partner country's government officials and/or experts. In general, the implementing agency hires a team of consultants who are able to provide policy consultations based on Korea's policy experience as well as local consultants who have expertise and knowledge on both the topic and policy environment of the partner country.

(2) Procedure

Each project, which typically lasts about 10-12 months, takes the following steps. Normally, preliminary discussion is held late in the first half; the launching seminar takes place 1-2 months after the discussion. All schedules are decided based on coordination with relevant ministry or government agency in the partner country that submitted the project proposal. For more details, please refer to the Appendix 1.

- 1) Preliminary Discussion (in the partner country)
- 2) Launching Seminar and High-level Meeting (in the partner country)
- 3) KSP Policy Seminar and In-depth Study (in the partner country)
- 4) Interim Reporting Workshop and Policy Practitioners' Workshop (in Korea)
- 5) Final Reporting Workshop and Senior Policy Dialogue (in the partner country)

(3) Policy Consultation Report

Policy recommendations produced through the above process will be materialized as a policy consultation report, which will be published in English. A translation of the report in local language may be provided upon the partner country's request.

6. Cost

For countries included in the OECD DAC's List of ODA Recipients², the cost of the entire project cost will be covered by the Korean government. The partner country may bear in-kind expenses such as meeting venues.

For countries that are *not* in the List of ODA Recipients (Non ODA Recipients), the project's cost will be shared between the Korean government and partner country based on mutual agreement.

² Please refer to Appendix 2 of the OECD DAC's recipient country list.

II. Guidelines for Writing & Submitting Project Proposal

1. Writing a Proposal

Any ministry or government agency that wishes to apply for the KSP must fill out the Project Proposal for each project.

Before you start to write a KSP project proposal, you need to **ensure that the project is consistent with the KSP's characteristics**. As the KSP is designed to provide consultations on government policies, a KSP project must aim to formulate or implement policies of central governments, local governments or public institutions.³ Projects submitted by an enterprise or that are commercial and profit-driven will not be selected. To date, the KSP has helped partner countries to draw up national development strategies, improve laws and institutions, and find ways to establish new institutions. It also facilitates pre-feasibility studies and the planning of concrete follow-up projects such as public infrastructure development and the introduction of the e-government system.

Subsequently, you need to **ensure that the project's theme is suitable for the KSP**. An ideal theme is i) relevant to the economic development of the partner country, ii) pertinent to a field that Korea has a competitive edge, iii) consistent with the development stage or industrial structure of the partner country and iv) closely related to the country's national development plan or highly prioritized in the national policy agenda. It is desirable that the project has potential to enhance or contribute to economic cooperation between the partner country and Korea.

Once the theme is chosen, you may draw up the Proposal in the given format. The Proposal needs to describe in a clear and detailed manner the reasons for the application, the policies that the partner government wishes to implement, contents of consultation and plans to utilize the consultation's results.

2. Submission Process

A completed Project Proposal must follow these steps to be submitted to MOEF.

(1) Ministry or Government Agency → Korean Embassy in the Partner Country

A ministry or government agency that wishes to apply for the KSP must turn in one or more Project Proposals to the Embassy of the Republic of Korea. If a ministry submits more than one Proposal, it may use the Priority List (Form 1) to indicate the ministry's preferences.

(2) Korean Embassy in the Partner Country → MOEF

The Korean embassy will deliver to MOEF all the documents that it received.

³ If the applying agency does not have the authority to make policy decisions, it must consult with a higher authority before submission. It is recommended that a letter proving the higher authority's interest is attached to the Project Proposal.

APPENDIX 1. PROJECT PROCEDURES

1. Project Cycle

(1) Preliminary Meeting (in partner country)

Objectives

- To identify development challenges and policy priorities of the partner country
- To specify topics and the scope of research via meetings and interviews
- To identify counterpart organizations and establish communication channel
- To introduce KSP and its expected outputs/outcomes

Activities

- The Korean side's project management team communicates with the partner country via visits, video conferences, emails, etc.
- The Korean project management team narrows down the consultation topic prior to recruiting experts.

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

Objectives

- To officially launch the KSP in the partner country
- To discuss and identify research topics with high-level representatives and officials from concerning ministries/authorities
- To 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 to cooperate with the KSP team is selected.
- Consultants from the partner country with appropriate qualifications are recruited for research.

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

Objectives

- To collect additional information and data

Activities

- The KSP team undertakes a mission to relevant organizations and sites in the partner country in order to conduct an in-depth analysis and discusses with relevant experts who are able to share their knowledge in regard to research topics.

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

Objectives

- To invite policy practitioners, high level government officials and policymakers from the partner country to Korea to share tentative final policy recommendations
- To obtain feedback and comments to improve the interim report
- To 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 have knowledge 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 Workshop (in partner country)

Objectives

- To present the final report with policy recommendations to top policy makers 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 Partner Country

On the basis of close cooperation and collaboration among partners, the roles and responsibilities of the partner country listed below are crucial for successful project implementation.

(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 on the project. The scope of work between

local consultants and Korean experts are as follows:

- Local consultants are required to (i) provide relevant data and information for effective research, (ii) perform the role of co-authors of the final report on individual issues, and (iii) cooperate with the Korean experts in all possible means in order 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.
- Experts 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) Provision of In-kind Contribution

The Korean government may consider bearing all direct costs arising from activities described in the KSP project cycle above. However, costs will be shared between Korea and the counterpart organization of the partner country **if the country is *not* recognized as an ODA recipient.**⁴ If necessary, ODA recipient countries 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 capacity (e.g. provision of the office space, computer facilities, 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.

(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

(4) Recommendations

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

⁴ Please refer to Appendix 2, the OECD DAC's List of ODA Recipients.

APPENDIX 2. OECD DAC LIST OF ODA RECIPIENTS

DAC List of ODA Recipients Effective for reporting on 2020 flows

Least Developed Countries	Other Low Income Countries (per capita GNI <= \$1 005 in 2016)	Lower Middle Income Countries and Territories (per capita GNI \$1 006-\$3955 in 2016)	Upper Middle Income Countries and Territories (per capita GNI \$3956-\$12235 in 2016)
Afghanistan Angola ¹ Bangladesh Benin Bhutan ¹ Burkina Faso Burundi Cambodia Central African Republic Chad Comoros Democratic Republic of the Congo Djibouti Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Lao People's Democratic Republic Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Sao Tome and Principe ¹ Senegal Sierra Leone Solomon Islands ¹ Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu ¹ Yemen Zambia	Democratic People's Republic of Korea Zimbabwe	Armenia Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Eswatini Georgia Ghana Guatemala Honduras India Indonesia Jordan Kenya Kosovo Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Syrian Arab Republic Tajikistan Tokelau Tunisia Ukraine Uzbekistan Viet Nam West Bank and Gaza Strip	Albania Algeria Antigua and Barbuda ² Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Gabon Grenada Guyana Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montenegro Montserrat Namibia Nauru Niue North Macedonia Palau ² Panama ² Paraguay Peru Saint Helena Saint Lucia Saint Vincent and the Grenadines Samoa Serbia South Africa Suriname Thailand Tonga Turkey Turkmenistan Venezuela Wallis and Futuna

(1) General Assembly resolution A/RES/70/253, adopted on 12 February 2016, decided that Angola will graduate on 12 February 2021. General Assembly resolution A/73/L.40/Rev.1, adopted on 13 December 2018, decided that Bhutan will graduate on 13 December 2023 and that Sao Tomé and Príncipe and Solomon Islands will graduate on 13 December 2024. General Assembly resolution A/RES/68/18, adopted on 4 December 2013, decided that Vanuatu will graduate on 4 December 2017. General Assembly resolution A/RES/70/78, adopted on 9 December 2015, decided to extend the preparatory period before graduation for Vanuatu by three years, until 4 December 2020, due to the unique disruption caused to the economic and social progress of Vanuatu by Cyclone Pam.

(2) According to World Bank data from 10 July 2019, Antigua and Barbuda, Palau and Panama exceeded the high-income threshold in 2017 and 2018. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2019, they will be proposed for graduation from the List in the 2020 review.